



**Academic Affairs**

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**Academic Affairs Leadership Council**

**June 16, 2020**

**Virtual Meeting**

**3:30 - 4:30 pm**

3:30-3:30 Good and Welfare / Campus Wide Announcements

3:30-3:35 Summer Professional Development – Faculty & Staff

Dr. Aulgur stated the biggest challenge has been to determine how to ensure access for both faculty and staff since staff do not have access to the CETL BlackBoard shell. Dr. Lasey stated links for staff can be housed on the CETL website and it can be set up by the end of the week. Ken Teutsch can also help with the Kaltura channel. Ken Wester shared as a reminder on these sites from OIS for more general support for faculty: <https://ois.atu.edu/resources-for-online-delivery-of-content-and-communication/>. Resources for Staff: <https://ois.atu.edu/resources-for-online-collaboration-communication-and-remote-work-for-staff/>.

3:35-3:40 Commencement

Tammy Weaver announced the university will go live with the virtual commencement celebration webpage on August 8. Email and mongoose text announcements will go out to spring and summer graduates to make them aware this will be virtual. There will also be an announcement on the Registrar's Office website. There will be links for ordering regalia and submission of photos. OIS is building a channel in OneTech so the student can upload their information, if they would like to have their photo posted. The deadline for student submissions will be between no earlier than July 17 and no later than July 24 (includes Ozark). PDF versions of programs will be available for self-printing.

Deans are asked to record a message to the graduating students for your respective colleges in your regalia. The recording should be a maximum of 1 minute and 30 seconds. Dr. Johnson will provide a sample for Deans (<https://commencement.uark.edu/>). She reminded the Deans on the sample video she will share that she will do the presentation of degrees so the Deans could just focus on a message conveying we are proud and wish you well. Dr. Aulgur has volunteered Ken Teutsch to assist with the

background music for each of the recordings for each Dean. The due date for the Deans to get their recording to Ken Teutsch is July 24.

3:40-3:45 Electronic Signing of Contracts

Pat sent an email with instructions regarding e-signatures for 2020-21 contracts. The supervisor will receive an email, go out and check contract, then forward that email to the employee so they can e-sign. Faculty will choose their payment option at that time. These emails are generated based on whom the employee reports to as indicated in Banner. If you get the contract of an employee that does not report to you or don't receive the contract of an employee that reports to you then please go to OneTech, Self Service Banner, click Supervisor, employment docs to see all of the employees that report to you. Please let Pat know if there is an issue. Employee would go to employee tab and click your employment documents to e-sign the contract. Once the employee e-signs, the contract will remain as record but previous contracts will be blank.

3:45-3:50 ReUp

The bi-weekly meeting was held last Thursday. For summer term, 21 students have registered; 20 are undergraduate and one graduate. For the fall term, there are 27 registered, 25 admitted, 21 applied and they are actively working another 30 students. ReUp reported, from their perspective, these are strong numbers considering the strange challenges in society at present. Relative to graduate students, we are actively working 13 students within 6-year window and another 12 students outside of the 6-year window.

3:50-4:05 COVID-19 Taskforce Update

Dr. Schoephoerster shared an update from the most recent meeting. Discussion focused on vulnerable students and a form will be available to students from Disability Services. The student form has a similar checklist to the employee form. The question arose as to why specific illnesses are listed; because as time goes on, we may learn different vulnerabilities and vulnerabilities may change. It was stated the forms will be confidential. Contractors on campus will follow the same rules as faculty, staff, and students. Athletes will be tested before coming on campus. Dr. Robertson and Brian Lasey have worked together on classroom occupancies. The recommendation for sticky spaces is to remove all furniture to discourage congregating. Rental space will serve as storage for removed items. Dr. Birkner presented back to work procedures document. Punitive language was removed. The restroom occupancy recommendation is coming from the Department of Health. The return to campus target date is still August

3 and the committee recommends a staggered return. Please review the Protect Tech Pledge; this will not just be for students (even though that was the initial purpose) but anyone who comes to campus. The pledge will be voluntary but incentivized and the plan is to disseminate early.

There is only one face-to-face lab course in summer II, an Engineering lab course, so cleaning and disinfecting supplies need to be ready by then. Dr. Robertson stated the lab and classroom are COVID configured.

#### 4:05-4:20 Contingency Plan Questions / Comments

Dr. Schoephoerster stated there was a discussion today about how faculty will handle vulnerable students who will need to go online. Faculty are preparing classes in a hybrid format so this will be handled on a case-by-case basis.

Dr. Johnson shared feedback from the Deans from the Director of Health Services regarding the Employee Daily Health Screening and stated when we go back to campus we will have to complete this form each time. Legal is reviewing HIPPA requirements. If employees refuse to complete the form, they will be barred from the work place. There is a question about experiencing symptoms of cough, muscle aches; if the employee answers yes, the employee will be contacted by Health Services the first time and that way the faculty/staff member can address any chronic illnesses. Even if people test negative, they will be asked to self-quarantine for 14 days. Identified hot spots will be removed from the screening forms. Included people should contact their healthcare provider rather than go to the hospital or clinic. Encourage employees to watch the training videos they are working once completed.

Screenings will be reported to supervisor. Once reported positive, referred to the Health Center. How do we know when people do not report to work? Ken stated OIS utilizes a Teams channel to let people know. He will share the form they use in OIS which has been helpful. Continued conversation with the Deans to follow.

Dr. Johnson stated OIS is looking into quality webcams for office use. Ken stated 34 webcams and 18 headsets are available for checkout in the Library but they are holding some of these for new faculty. Suggested Deans/Department Heads re-poll adjuncts and full-time faculty for their needs regarding internet, webcams, headsets, and hot spots.

#### 4:30 Adjournment