**Academic Affairs Leadership Council**

**September 17, 2019**

**Rothwell 456**

**2:00 – 4:00 pm**

2:00 – 2:10 Suddenlink Conversation – Mr. Milligan

Housing wanted to look at alternatives to cable TV. Selected Apagee. Cable TV to residence halls, academic buildings, TV 6 feed to community, Lake Point. Proposal IP TV; is to cancel Suddenlink and go with IP TV. Channel 6 is not currently charged for service to Channel 2. Suddenlink is supposed to be on campus this month to better understand the needs of the campus. Purchasing has a list of what the University is currently paying for. Dr. Jenkins requested internet service to be available at the Green and Gold Cupboard. IP TV is similar to Netflix and comes through the internet rather than a coax cable.

2:10 – 2:25 Registration and Degree Works – Mrs. Weaver

Degree Works – Mrs. Weaver distributed a time line of where we are, where we were, and where we are going as a University. All masters programs are paperless except for MLA and Fisheries and Wildlife degrees. These are still being worked out. Computer Science is currently being on boarded and the next program for recommendation is Engineering. Degree Works has a new product coming with upgrades that will take 9-12 months to implement. Mrs. Weaver plans to address the Faculty Senate at their next meeting and express the importance of and to encourage the use of Degree Works. Degree Works is being taught in Tech 1001 and CSP 1003 courses so the students can become familiar with the software.

Registration – Registration begins Oct 21 for graduate students, seniors and those who have earned 90 or more hours. Registration then extends to juniors, sophomores and freshman and transfer students. Students with priority registration will not be affected. Holds on student accounts will prevent students from registering. Discussion centered around residence life holds that prevent students from registering are counterproductive. Dr. Cezeaux encourages her faculty to have advising sessions prior to registration dates. Deans agree on the recommendation on proposed registration dates for fall 2019.

Spring 2019 Registration – Regular registration begins March 2, the same day the schedule is posted, with same breakdown of student priority as the fall. Deans, please consider putting programs on a rotation, if they are not already. This will help with advising and making sure all co-reqs and pre-reqs are complete.

Tech Advise – Marika Lederman distributed a draft handout with proposed schedule of dates. There are 16 proposed dates rather than the 20 that happened last year. Group sessions would have 90 students rather than 120 students. Meighan Burke has agreed to take on room scheduling for TechAdvise. First five would be college days, the second five would be college days, and the remaining days would be open. Create blackboard shell for students to complete BESIE (?). The Deans support moving forward with dates as presented by Marika.

Feedback from the Deans: A suggestion was made to offer afternoon sessions to help with room issues and more faculty participation. Afternoon sessions would also mean ATU would not to provide lunch. Dr. Cezeaux mentioned she prefers college sessions rather than open sessions; suggested department sessions than college session. Colleges and Departments would prefer to remain in their own buildings. Maybe offer technology session. Offer a student panel for connections to current students. Registrar could book events before opening up the schedule to The Office of Events since Academics takes precedence. Move advising session before college sessions. Undecided students would be allowed to choose a college or go to career advising. Would this cause an increase in the fee charged to students? Ask students to complete a pre advising questionnaire. D you have credit, what are your interests, etc.

Marika provided numbers from the 2019 Tech Advise sessions: 1229 students registered through Tech Advise, 97 withdrew, 22 non-pay= 1132 captured

1647 guests

2:25 – 2:40 Focus on Advising – Dr. Lasey (CETL) and Dr. Johnson

May professional development will focus on training for faculty on advising students. The training would focus on Advising on personal and logistics sides. Talked with dr. Underwood and Couture, advisory cert; Dr. Clair on advising handbook; Dr. Woods has some videos on blackboard; Marika. Blackboard learning module, cert. and put in portfolio. Ask Deans to encourage faculty go through the blackboard modules. Keep faculty and deans updated. May include talking about career choices, which is something required for ABET accreditation, what is available, titles, etc. Be able to talk to student about academics and through a personal aspect.

2:40 – 2:55 Fees – Mrs. Chronister

October 15 is the deadline for any fee changes, which will be submitted to the sub-committee for review. Alexis Schrimshire, Registrar Office, brought current curriculum proposals that include fees. Includes new fees, increase of fees, or deletion of fees. October 1 due date in Academic Affairs for review, then to sub-committee Oct. 15. Alexis will review curriculum proposals and submit to Pat what she finds. Please provide rational for all fee changes. Dr. Aulgur Online Students – look at how they are packaged to online students; should they still pay for Pub. Safety, health services, athletics. Please put together a proposal. Currently, fully online students are exempt from paying PUB Safe, health services and new rec student fee. Could have a test database for new fees for Registrar’s Office. Dr. Mason, Is there a way to flag a student as a true online student? Wyatt, we need to define “online”. ADHE definition, specific programs, to make students fully online; CSP, Professional Studies; maybe 20 on campus. Dr. Johnson, can we reserve certain number of seats for true online students? Wyatt, degree works could work as a predictor for future courses needed and increase seats. Right now it would be very cumbersome to reserve seats. Dr. Aulgur, has been doing this manually. Option to set the seat cap, and at the department level could reserve online only seats. As you get closer to the start, could release those seats if they are not filled. Degree works can batch audit a certain group of students, which would tell what courses they would need. Batch audit an entire campus. Still Needed report is in Argos.

2:55 – 3:05 HLC Update – Dr. Robertson/Dr. Austin

Dr. Robertson – [www.atu.edu/hlc](http://www.atu.edu/hlc). Peer reviewers for HLC has agreed to chair each criterion group. Developed has prepared an assurance argument. Draft in May and June. Ready to involve more of campus. 1. Criterion chair to choose one or two people to get personalized information include on their argument. 2. Working with Ken to view parts of assurance arguments. 3. PD day in January to have some town hall interaction and provide feedback. Revised draft ready by December; present to January. Take to HLC meeting in April. Have mock interview on campus after. Real date November 9-10, 2020. This is not just an academic charge, this is a university charge.

3:05 – 3:25 Strategic Plan and Retention Plan – Dr. Johnson

Retention – For HLC purposes, ATU will use the Every Students Counts Retention Plan. I will send out a copy. Subject: ATU’s Retention Plan. Please all look over and see where your area fits and Dr. Johnson will have meetings. Persistence to completion is decreasing.

Strategic Plan – 31 goals for Academic Affairs or partner goals. Goal 1: increase graduation rates, co-curricular and high impact practices (need an assessment plan); develop a repository for these items; grants and research. Goal 2: Faculty Senate developing the definition of shared governance; student success center; graduate college; eTech (online develop); academic co-curricular and general education assessment, stackable degrees and coherence and continuity of Russellville and Ozark campuses. Mrs. Jacobs: Goal 2.6, need to develop process for communicating; transition from Ozark to Russellville and keep credits. 2.8, worked through (met by Dr. Austin), collaboration with Student Affairs (Every Student Counts). Goal 3: Academics is not the lead on these. Goal 4: making sure students are career ready; 4.3 globalization.

3:25 – 3:50 Announcements, Future Agenda Items

Wyatt: ADHE has be redesigning state database for fall counts; ie all official data has yet to be entered. Please keep this in mind for publications of external items. Summer data has not been submitted yet and ADHE keeps pushing deadline. Hope to submit fall data by end of October, but it may be November. We have all data it just has not been validated or submitted. Would be hesitant to quote faculty or student data for accreditation purposes. Please be aware, we will work through issues on a case by case basis.

Mrs. Jacobs, thank you to Dr. Austin and Amanda Gardner on assessment. Wyatt will be on campus tomorrow to help with Argos.

Tammy passed out graduation rotation for December.

Dr. Austin; Deans please answer survey about assessment needs. Sent to department heads and program directors.

Dr. Jenkins: Tyson donate 9800 lbs of breaded chicken strips. Please make students aware of these services offered on campus. Only need a Tech id. Mon and Thurs 3-6, Fri 12-3. Or contact Dr. Jenkins to come pick up items. Welcome to all reusable bags. Drop ship via Amazon. Does have a foundation account for monetary donations. Added a staff senate member to board.

3:50 – 3:55 Recap / Next Steps

4:00 Adjournment!