



Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

Office: 479-968-0319

Fax: 479-968-0644

www.atu.edu/academics

Academic Affairs Leadership Council

October 15, 2019

Rothwell 456

2:00 – 5:00 pm

First-Eight Week Final Grade Entry Timeline – Mrs. Tammy Weaver

The deadline to submit grades the Wednesday after a course is complete was put into practice to make sure students completed required pre-reqs before enrolling in the next course. Dr. Aulgur suggested to having the rest of the week to have grading completed. Dr. Cezeaux suggested senior grades be submitted before other grades and possibly email instructors who have students who are graduating at the end of term. **Action: Dr. Aulgur and T. Weaver will form a sub-committee to look at timeline options for submitting grades; Dr. Johnson would like for a faculty member who teaches 8-week courses be included on this sub-committee.**

TechAdvise – Mrs. Marika Lederman

Mrs. Lederman reported of the 1726 freshman, 383 have below 2.0 gpa. The Advising Center is calling these students in to set up a success plan, offer information about tutoring services, and providing last day to drop information. Of the 383, 288 have academic scholarships. **Action: Marika will provide official number by tomorrow morning. Of these 288 students, 135 were conditionally admitted.**

Mrs. Lederman shared a handout with updated TechAdvise information. Morning and afternoon sessions will be available. Meighan Burke in Student Affairs will be reserving rooms. Sessions capacity is changing to 90 rather than 120 students per session. Room reservations are still pending but will be approved after November 1 and the spring schedule is live. **Action: Marika follow up with Missy Hubbard regarding making TechAdvise second priority to the schedule being posted.**

AA Newsletter – Dr. Johnson

Dr. Johnson thanked Mrs. Lederman for the newsletter cover article for the September edition. The thought is to next feature other areas in academics, like the colleges, and how these units interact with others. Dr. Johnson requested feedback from the group about the Academic Affairs newsletter. Dr. Bean

commented the newsletter started out as short and to the point but then evolved into about 11 pages per publications. Dr. Mason asked what is the purpose? What is the value? Quick tips or upcoming dates were useful. Ms. Amanda Gardner was not aware of the AA newsletter but noted it can help provide evidence to HLC. Dr. Carter suggested possibly highlight a college and their new faculty. Further discussion led to suggesting the newsletter be shorter and possibly less frequent.

Introduction of Kirby Austin, Support Services Manager and update regarding lecture capture – Mr. Steve Milligan

Kirby Austin is the new Support Services Manager. His office is located on first floor of the library. Mr. Austin supervises the Help Desk and Tier 2 support, which includes our technicians.

Tegrity going away in January 2020 and Kaltura taking its place. Plan to have the new software prepared for Winter Intersession courses. Training sessions will be held beginning October 31 and going through November. Additional training sessions will be added later. There are 48 classrooms on this campus that work with Tegrity but not with Kaltura and equipment needs to be replaced. Mr. Milligan asked the Deans to please reach out to your faculty to identify which classrooms will be used the most and that equipment can be replaced first. OIS is aware that most faculty use their desktop to record sessions rather than a classroom. All current videos will be imported to Kaltura, but not all are needed. Anything created in the last two years will be automatically imported but faculty members will need to relink class links. Mr. Milligan and his team will pull a list of faculty who have used Tegrity in the past year and email them directly. **Action: Deans reach out to faculty to make them aware.**

Strategic Plan and Every Student Counts – Dr. Johnson

Please focus on initiatives. There are several goals within Goal 2; online classes, increase graduate enrollment, student success, ensure stackability with Ozark, shared governance. Be mindful that you will be asked what you have worked on because we need to be updating. Spring will begin 5th year of this plan.

Retention Plan: Mr. Etzel would like the library to be included and provide input. Where there other goals you should be involved in? Document was lacking in how non-traditional, online students and graduate students would be included in this plan. These groups need to be included moving forward. Please let Dr. Johnson know if you come across any areas you think you need to be involved in.

Announcements, Future Agenda Items

Mrs. Jacobs suggested including stackability for next meeting. Math courses could be a speedbump for students who transition from Ozark to Main campus and we need to make sure we fill the gaps.

Mr. Etzel announced the launch of an institutional repository for faculty and students. The library is actively seeking faculty CVs and theses. The Agricola yearbook and university newspaper are in the process of being digitized.

Recap / Next Steps

Marika follow up with Missy and Rachel about allowing TechAdvise to take priority before the schedule has been input.

Mr. Johnson will be contacting everyone regarding the strategic plan and Every Student Counts retention plan.

Deans, please alert your faculty about the transition from Tegrity to Kaltura and let OIS know which classrooms are used the most so they can be updated first.

Mr. Etzel would like to showcase the repository to the group once it is finalized.

Dr. Powell mentioned the Museum will showcase Women's Month in March.

Dr. Johnson will follow up about the newsletter.

Adjournment!

Deans stay for follow up meeting.

Mrs. Chronister provided a handout on a Faculty Senate proposal on course and program development policy for consideration. The faculty felt that they should have more say in the curriculum process and that things were happening they did not know about, so the solution was to create this proposed policy. The group suggested this is something that should be put on the Curriculum Committee website as best practices. Dr. Cezeaux suggested there may be a misunderstanding of the difference between a course review and a program review or course assessment and program assessment. Mrs. Weaver mentioned the cosmetic changes have been very helpful and that department heads and faculty would like to see more of cosmetic changes rather than full curriculum committee. Mrs. Chronister reminded the group of the amount of review the Registrar has to do on curriculum proposals and that the vetting process should be done before it gets to the Registrar. Mrs. Weaver said there are assessments left out and proposals have been sent back to departments. Mrs. Weaver proposed training for those who want to put a program together. Currently, deans do not have to sign off on cosmetic changes but that can be changed, if requested by the Deans. Deans can internally ask their department heads to set their own deadlines as long as they stay within the university deadlines. The Deans would like to recommend changes to the Faculty Senate on this proposed policy and provide resources and understanding of the process.

Dr. Robertson, by way of Dr. Warnick discovered ATU does not have a written Credit Hour Policy. ATU uses the federal definition. A written policy is required by HLC.

ADHE 50 minutes of instruction, based on 15-week semester. **Action: This will be on the next Dean's Meeting agenda November 4.**

Dr. Robertson brought up questions about data parameters and metrics that would help identify health and efficiencies of departmental programs. Dr. Johnson stated Wyatt Watson believes he has something that would meet the need. Dr. Robertson would like the Deans to look at developing metrics that would track the health of programs, while working with Institutional Research. Sandkey diagrams are helpful.

Dr. Aulgur requested feedback from group regarding a grading situation with a student who is set to graduate this semester.

Ruffelo Noel Levites will be on campus November 19 and 20 and would like to meet with the Deans.

The group discussed the possibility of a bachelor of arts in general studies degree. Requirements would include 120 credit hours, with 35 satisfying the general education requirements and 40 hours of upper division coursework. This degree option would provide a degree route for a student who otherwise do not have a route to a specific degree but often times have 90 or more credit hours. The Deans agreed the population of students is there. Mrs. Chronister stated ADHE has a BA General Studies degree in the program proposal manual.

Dr. Johnson reminded the group Time out for Tech is February 6 and stated Dr. Bowen has asked that students be allowed to register during TOFT. From discussions with Academic Advising, this option is not doable but maybe students can receive an enrollment confirmation. Currently, ATU offers the earliest registration dates in the state. Dr. Johnson asked the Deans to think about what we could do or other suggestions that to provide to the President. Dr. Robertson suggested we give the students a schedule but tell them they will need to come to their advising appointment to finalize the schedule. Another suggestion was to move TOFT to March. Other suggestions included providing degree maps to students, showing prospective students what their courses would look like for the first semester or year, ATU could ask the student to sign an intent to come to ATU. With this intent, students would be incentivized by receiving priority advising or housing options.