



**Academic Affairs**

Administration Room 200  
1509 North Boulder Avenue  
Russellville, Arkansas 72801

Office: 479-968-0319  
Fax: 479-968-0644  
[www.atu.edu/academics](http://www.atu.edu/academics)

**Dean's Council  
January 7, 2020  
Academic Affairs  
2:00 – 4:00 pm**

2:00 – 2:05 Welcome Dr. Jeffrey Cass

2:05 – 2:15 Fundraising – Mr. Bryan Fisher

Mr. Fisher asked the Deans to review the gift ask handout. The Foundation Office has thank you notes available to be sent put after visits. Durena Long is the new Endowment Officer and she is working to get donation updates out to ensure thank you letters can be sent in a timely manner. \$1000 or more and alumni board sends a letter of appreciation. Dr. Cezeaux asked if there was an In-kind form available for potential donors. The form is on the Foundation website. \$5000 is the threshold for in kind donations and can include equipment, computers, software programs, etc. Identification, cultivation, solicitation, and stewardship are the steps for getting and receiving donations. Once potential donors are identified, Pam Cooper makes contact. Boardroom on 3<sup>rd</sup> floor of library can be used to bring potential donors to campus. Foundation will cover the cost of a meal and help host a donor. Reports should be going out within the next couple of weeks and sent out quarterly. Currently, the Foundation is working with Windgate Foundation board member, John Brown III, to help Tech to eventually ask for a multi-million dollar ask from the Windgate Foundation. The Windgate Foundation gave \$100,000 last year.

There are three finalists for the Vice President for Advancement position.

2:15 – 2:30 Online Quality Working Group Membership – Dr. Jeff Aulgur  
Dr. Aulgur provided the membership of the Online Quality Committee and asked the Deans if others should be involved. Dr. Cass volunteered to help. Please provide any additional names by the end of this week and meetings will begin next week. Resolution needs to be ready by mid-March. Key items: NC-SARA, and ramifications of letting the membership lapse; training

protocols to include adjuncts, include quality control framework managed at the department and college levels; ADA compliant. Dr. Aulgur will reach out to Dr. Eshelman for a Faculty Senate representative. Dr. Austin will provide feedback rather than be an official member.

2:30 – 2:50

New Student Orientation/Time Out For Tech/Tech Advise  
Friday, January 10 New Student Orientation: groups talk to  
Department Heads 9:30 – 10:15 am.

February 6 Time Out For Tech - Dr. Johnson distributed a handout which reflected numbers as of January 7 and will send an update on January 9<sup>th</sup>. Please determine who will be giving the college two-minute address.

2:50 – 3:00

Tech for Tech – Dr. Judy Cezeaux  
How Can Arkansas Tech Help Arkansas Tech Companies? is the official working group title. Primarily for STEM companies or companies that have a significant IT component. Different sectors will be invited to attend. This will be an opportunity to engage with businesses who are looking for new things on the horizon. Specifically, what skill sets are desired, employment trends, what does business and industry want from ATU and its graduates. Those being invited will be at the Vice President level or business strategists with a goal to form an upper level advisory board and create a visionary plan for the University. Ideally, this would take place the last week of February or after the week of March 13<sup>th</sup>. Faculty and Department Heads will be invited to attend panel discussions, participate in breakout sessions and meet and greet. Amanda Johnson and Justin Smith at Ozark are involved. Ashley Golleher is working at the state level to get the word out about this session. The committee is meeting weekly now and would like to determine a date by Wednesday, January 8. Dr. Cass shared some companies may be looking for students with soft skills like writing and include these things in the curriculum of technical writing which could lead to program ideas. Dr. Johnson would like for the deans to be in attendance. We want companies to advocate for Tech at the state level too. Dr. Cass suggested a legislator be the key note speaker at the event. Ashley is supposed to invite this group of people.

3:00 – 3:20

White paper process  
Dr. Johnson reviewed the information and flowcharts. Additional discussion at the next meeting. Initial thoughts: Include cover page; compare to HLC project request; include program costs overall and source of financial support and attrition across the

board, which will lead to the Arkansas Workforce Analysis required by ADHE; include how course loads are addressed. Potentially seek donors to sponsor faculty members to get programs off the ground. There was a delay with a recent certificate submission for the workforce analysis and the analysis was just received last week. Please request the Workforce Analysis once the White Paper looks viable. Hope to have this ready for the Deans after the AALC meeting.

White Papers are due to Academic Affairs April 1.

3:20 – 3:40

Announcements, Future Agenda Items

Pat – CWS handout from Budget Director, Sandy Cheffer. The 25% from Tech portion of CWS was moved into the Deans budget. Please spend all of your CWS money before the end of the fiscal year. Budget Training is scheduled for January 28 at 9 am in RPL 220 and 2 pm in RPL 332. The University has spent about 60% of the CWS.

Faculty/Staff Complaint Log – get better information out. Will Cooper, where do these logs go? Who follows up? Dr. Johnson wants to be in on the conversation. **Action: Andrea – Invite Mr. Cooper to attend the next Deans meeting.**

Dr. Johnson asked for feedback from the Deans about the Academic Affairs update to be delivered on Wednesday, January 8. Introductions of Dr. Cass, Dr. Schoephoerster, and Mike Bogue. On the Horizon – new programs, target audiences, stackable degrees. High Impact Practices, Strategic Plan, Student Success, Shared Governance and attend speaker. Grad College, in demand programs, niche programs, common research course. Program performance metrics committee headed by Dr. Robertson. Move toward having an Academic Master Plan. Focus word: Preparation and possibilities. Mission discussion.

3:40 – 3:50

Recap / Next Steps

4:00

Adjournment!