**Dean’s Council**

**April 7, 2020**

**Academic Affairs**

**2:00 – 4:10 pm**

2:00 – 2:05 Pre-Proposal Submissions & Review Process

*Once the white papers are submitted to Academic Affairs, the Dean’s discuss. Approval taken from VPAA to President. After all approvals are received, the department begins the program proposal stage. Programs should request the Workforce Analysis once approval to submit a full proposal is secured.*

2:05 – 2:10 Promotion & Tenure Workshop / Other Faculty Development Workshops

 *Since Dr. Lasey will not be having the Tech Talks like usual, there should be some other type of faculty development.* *Dr. Bean suggested there be no scheduled events because faculty will be trying to catch up. Dr. Cezeaux commented that faculty may not come back once grades are due, especially since we are not having May commencement.* *There will not be a delay for faculty going up for promotion and tenure next year. Workshops will need to be virtual and will only focus on promotion and tenure.*

2:10 – 2:20 Pass/No Credit – Scholarship/Probation Implications

*Ms. Jacobs stated Ozark plans to give I’s to students now, and once students are able to complete their clinical and practicum requirements, they will get the I’s corrected. She talked with those in the fields and can see no other solution. Dr. Johnson echoed that is how we are handling as well for students who need a minimum number of hours to complete. Students with I’s from spring 2020 will have until the end of fall 2020 to address the incomplete grade.*

*It was suggested a D should not be included as a pass. A, B, C only. It was not clear if Faculty Senate members reached out to faculty they represent to get input. Programs have special requirements and a D included as a Pass would conflict with the program requirements. Graduate College will discuss this afternoon whether to add C as a pass. Dr. Bean stated students can’t have D’s and must have a 2.7 GPA to progress. Dr. Cass stated the point is not damage the student this semester. If they do not have the grade anyway, then the student will need to retake the course. Advising will be key when students reach out for advisement on what to do. Pat stated the process as follows, the faculty member submits a grade for the student, the student wants to change the grade, the student goes to advisor to request the change and to get approval, the Registrar makes the change.* The approval process will be done electronically. *The only people who would know the original grade is the faculty member and the Registrar’s Office. There is a place in Banner where the original grade will be stored. Dr. Robertson mentioned notes can be included in the advising comments in Banner.* ***Action: Deans will submit a list of programs that have specific grade and GPA requirements. This list will be shared with students so they are aware of course and program restrictions before making a request. Please submit these to Dr. Johnson by Friday at 12:00 p.m.***

2:20 – 2:35 Intellectual Property Policy

*Dr. Aulgur, Dr. Cezeaux and Dr. Schoephoerster reworked this policy. Faculty, staff, and students will be covered by this policy.* *Sponsored Programs is creating a disclosure form. Next, the Dean will request Legal Counsel review the policy. The policy then needs to be endorsed by Faculty and Staff Senates and the Graduate Council. The policy needs to be in the Student Handbook as well.* ***Action: Dr. Schoephoerster please send to Thomas Pennington and cc Dr. Johnson.***

2:35 – 2:45 Budget Update & Efficiencies

*Budget Advisory meeting on Thursday, April 9. Academic Affairs has given up $250,000 of funds to go to the shortfall for this fiscal year.* *The budget is still approximately $400,000 short for this fiscal year.* *Total shortage was $3.1 million and Academic Affairs contributed $1 million from salary savings as well. Pat asked the Deans how they would like the cuts to be allocated. The Deans agreed the cuts should be based on a percentage. Pat will need to know which budget the cuts should come.*

*For the next fiscal year, the University is expecting a 8-10% budget cut. It is anticipated the university will have to come up with about $4-6 million of the shortage. Legislative session begins Thursday.*

*The Ozark campus shared the form they are using to justify essential expenses.* ***Action: Please share your feedback today because it will be talked about in EC tomorrow.***

2:45 – 2:50 Faculty Offers & Searches

*Dr. Johnson reminded the Deans that no offers are to be extended without consulting the office of Academic Affairs first. We need to verify budget information.*

*Please work diligently to get your faculty positions hired. If a position can’t be filled, then we may need to look at alternatives. Pat reminded the Deans, once you make the offer, put it in an email, and then email her before starting a background check.*

2:50 – 3:00 Online Quality Committee

eTech Course Catalog Updates

*Dr. Aulgur said the OQC met last week and will meet again a week from Friday. Pending recommendation by the end of the month.*

*Dr. Aulgur stated cross-listed summer I courses are in catalog bank. Will do the same for fall term.*

3:00 – 3:15 Final Exam Schedule

*Dr. Johnson shared that grades are due at 11:59am on Monday, May 11th. At this time, the exam schedule will stay the same and ask faculty to be flexible with students in scheduling exams. Dr. Bean suggested we keep the schedule the way it is or it could be confusing and we should encourage flexibility. Dr. Cass suggested students have to complete their exam during a certain timeframe rather than a designated time slot for a face -to-face exam. Dr. Cezeaux shared some the EAS faculty have already posted their final exams. So if a student completes their work, then they can move on to the final exam. Dr. Aulgur suggested some safeguards be put in place if this is the case.* *Such as, change the questions or use multiple versions of a test. This may not work for everyone. Suggested finals to have a reflective piece, talking about what the student learned.* *Dr. Mason agreed. There may be bigger problems if we adhere to the current final exam schedule because it was designed for face-to-face exams and now classes are all online. Open final the first day and set to close the last day. Set a time limit to complete the test.* ***Action: Open final on first day of final exam period, close the last day of finals and include a time limit on exam.*** Pat and Andrea will work on the schedule. Exams must be submitted by 11:59 p.m. on the date originally scheduled. Include directions for the faculty.

3:15 – 3:20 Campus Visits

*Only complete the health screening questionnaire if you are reporting to campus everyday.*

3:20 – 3:25 Summer Face-to-Face Courses

*May Intersession courses need to move fully online or change to Summer I. AH have all but two classes pending. EAS has one course potentially being moved to fall. NHS have all moved online. BUS May course moved online and SI may need to be cancelled. ED does not have any May courses, SI courses are moved to SII and Tennis cancelled.*

3:25 – 3:35 Academic Program Performance Measures

 *Dr. Robertson sent a link to what Wyatt sent for OneTech. He created an information page in the official data folder. Department Heads Council reviewed last month.* ***Action: Deans please provide feedback by next Wednesday to the email chain.***

3:35 – 3:40 Announcements, Future Agenda Items

3:40 – 3:45 Recap / Next Steps

*Please think about ways the University can save money. Dr. Cezeaux suggested the copier contract be reevaluated. All forms need to go online. Adapt more to an online model. Has there been any thought about rolling over fee money. Transition all phones to VOIP. Dr. Cass suggested the university be allowed to rollover funds. This could discourage mass spending at the end of the year. Dr. Mason suggested athletics needs to be evaluated. What does this add to our value if we are not successful?* *Pat asked if this is a temporary downturn or would these need to be permanent cuts? Dr. Johnson stated this is supposed to be a temporary downturn.* *Dr. Bean suggested adjusting the six-week search timeframe. Pat mentioned holding on hiring staff positions until July 1 may not be the best idea.*

*The University is talking about cutting supply lines and not allowing travel for the first part of the year. Other universities have already announced these types of cuts. Contracts need to be evaluated. Reduce employer match for retirement from 10% to 8% for TIAA. The University of Arkansas has indicated they will reduce this to 6%. Potentially there could be tiered furloughs as a last resort. Potential program reduction at some point (not yet).*

3:50 Adjournment!