



Dean's Council Weekly Meeting
May 22, 2020
Virtual Meeting
9:30 – 11:00 am

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

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www.atu.edu/academics

9:30 – 10:00

Summer Professional Development - DH & Deans

- Department Heads (P&T, Annual Review, Negotiation, Accountability)
 - A separate session for Department Heads will be hosted after June because there is a difference in portfolios from across the university.
 - There is a need to hold a primer for the Department Heads to understand and know their role as the closer when negotiating with new faculty. Dr. Robertson suggested guidelines be established for what can be offered or even a limit. Dr. Cezeaux suggested the need for guidelines for searches and appropriate timelines. Dr. Cass stated it will depend on the field and we may need a clear line for if or when we have other options.
- Faculty & Staff Professional Development – Summer
 - Adobe, WebEx
 - Dr. Aulgur will share what the committee has scheduled thus far with the understanding some sessions are still in the works. The committee plans to have the whole calendar complete by end of next week.
 - Pat shared that Ken Wester working on Adobe signature for all contracts via OneTech. Ken will run this by Thomas.
- ARGOS Training – Deans and DHs
 - Training is needed for Deans and Department Heads. Dr. Robertson volunteered to demonstrate for the Deans. Dr. Cezeaux stated the Deans need to let Wyatt Watson know what other things we are looking for so reports can be added. A separate training will be held for the Department Heads.
- Gray & Associates Program Evaluation System – Deans
 - Two trainings hosted once everything is finalized. Dr. Schoephoerster will be the lead.

10:00 – 10:35

Fall 2020 Planning

- Mask Policy
 - Maximum capacity for number of people in a classroom needs to be established. Dr. Schoephoerster stated this was brought up in the Taskforce meeting and Mr. Lasey will be determining the sq. ft. of each classroom. ATU will buy one mask person. Dr. Robertson shared the hospital will be acquiring all masks if possible and require all students wear them and change them. Face shields could be 3-D printed with the ATU machine, supplies would need to be purchased. Dr. Cezeaux stated ATU is behind other institutions who already have plans and the U of A is purchasing their employees' face shields.
- CARES B Funding
 - Committee rated form A-ZZ. 1-5 rating, 5 is most important. Grainger.com has face shield assembly units but are already on backorder. Visor and face mask, made out of PETG material were \$4.72 each but backordered until September 2021. It was noted those are most likely for single use.
- PPE
 - Dr. Cezeaux stated cloth masks are not considered PPE therefore the university will not be required to purchase for those employees on campus. There needs to be an environmental expert to come in and do an environmental review of the campus.
 - A congressional bill is be considered to remove universities from being liable for these items.
 - Pat inquired about masks for student teachers or interns going out in the fall. Dr. Cezeaux stated there are some going out this summer. Interns/Nursing students/etc. will be covered by the policies where they are stationed for their internship.
- Communication to Faculty
- Academic Calendar
 - Dr. Aulgur suggested we need to ask faculty to prepare as if the university will begin the semester a week earlier. Dr. Johnson stated EC is looking to suspend fall break but starting early is likely not going to work realistically. Need to communicate effectively to the faculty and they were told we would be reaching out over the summer.
 - Pat stated there are only two calendar days for instructions after Thanksgiving; if we are making

adjustments, we can take these two days and shift the exam schedule. If we are doing a blended class anyway, we can take away fall break and the two days after Thanksgiving. Anything we change, all the courses will need to be changed to reflect all drop dates and Financial Aid requirements. May need to talk to Ken Wester and Carol Adkison in OIS as this may be a programming effort. May need to have them on call for this. Dr. Johnson has already talked to OIS about this and regarding elimination of the fee requirement to go online. Tammy has removed the fees for summer term. Dr. Robertson is under the impression, the programming is already set and there is a formula and the formula will automatically correct. Pat stated that is not the case once the schedule is set and students are enrolled.

- Dr. Johnson posed the question of starting on Monday rather than Wednesday. Pat stated we need to know quickly so we can change the drop dates, or we can leave them as is and allow for two extra days. Still the courses would need to be adjusted with the new start day. Dr. Aulgur stated this would affect the orientation schedule the first two days. What is the motivation to start early? This would be a lot of work for just two extra days. He suggested the two days after Thanksgiving be online days. But is this too late to shift? Going to talk to committee about working within existing calendar. Dr. Robertson stated there could be a lot of value for not returning to campus after Thanksgiving.

10:35 – 10:45

Summer Vacation

- Planning
 - Please send vacation dates to AA so we can plan around them for professional development sessions.
 - Pat restated the budget breakdowns. \$13.4 million cut from revenue; of that \$4.6 million will come from reserves, \$3 million from food service reserves, \$400,000 from auxiliary, \$500,000 from foundation. If the state gives back \$4.5 million, then that means \$8.4 million was one time money, leaving \$3.9 or \$4 million to cut expenses from FY 21-22. Dr. Robertson asked if this was based on fewer students than what we currently have, yes. Pat said the assumption is revenue will be flat and student decline is coming. Dr. Cezeaux suggested it would be helpful to get updated numbers since these are pre-COVID projections.

10:45 – 10:50

Announcements, Future Agenda Items

Dr. Mason asked whom do we send our requests too for supplies/basic supplies? Dr. Johnson stated these basic items would be covered by the university so these items don't need to be sent to Suzanne.

Dr. Aulgur asked for clarification regarding the plexiglass. Every desk in his area will need it. The plexiglass may not be the best option, unless we are talking about cubicles only. Dr. Johnson thought it makes better sense to wear the face shields.

When the university returns to campus, you all will have the option to adjust your office hours and meetings and office spaces, as needed. You need to determine a schedule that works for you and your space. You need to tell us what works best for you.

10:50 – 10:53

Recap / Next Steps

10:55

Adjournment!