



**Academic Affairs**

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

2:00 – 2:10

Spring P&T Workshops – Dr. Johnson

*This spring, a 45-minute P&T workshop will be held in March or April for faculty who plan to go up this year or in the next two years. CETL has traditionally hosted these workshops. Deans will need to be present and have a formal program. These workshops should give those applying a clear vision of what the VPAA expects. PowerPoint materials can be added to the website after the sessions. Faculty will be invited to attend.*

2:10 – 2:15

Webinar on Student Retention – Dr. Johnson

*CETL will be hosting a webinar entitled “Focus on Student Belonging to Boost Student Retention and Success” on Thursday, February 27, 12:00 – 1:00 pm, in RCB 355. Deans and Every Student Counts Committee are invited to attend.*

**Action: Andrea to invite Deans and ESC Committee.**

Just Communities, February 12, 3:00 – 5:00 pm

*You are more than welcome to attend. More geared toward governmental leaders, mayors, and city officials. **Action: Please let Andrea know if you plan to attend.***

2:15 – 2:20

Adjunct Observation/Evaluation – Dr. Johnson

*Dr. Johnson reminded the Deans that all adjuncts need to be observed but it is understood that not all can be this semester. These observations need to start this semester. Please forward the evaluations and they will be housed in Academic Affairs within their personnel files. A policy will be proposed and added to the Adjunct Handbook. If you have previously completed evaluations, please send those to Academic Affairs. Remember to collect all updated CVs and submit with the faculty evaluations which our*

*due to Academic Affairs April 15. The updated CVs will be uploaded into Weave.*

2:20 – 2:40

Accelerated Bachelor, Master Degree – Dr. Robertson

*The Graduate Faculty Council approved an accelerated bachelor to master degree last year. Brought to the Deans for approval. Dr. Johnson suggested a committee be created to explore the options and create policy for an accelerated bachelor to master degree plan. The program would need to be at least six credits and 9-12 would be ideal. Dr. Robertson suggested Dr. Carl Greco lead the committee and the Graduate Faculty Council be tasked with the exploration. Other who need to be included are the Registrar, Financial Aid Director, OIS (programming).*

*Make sure students understand financial implications. Dual enrollment. This could enhance graduate numbers and be an incentive for student to enroll in a graduate program. Dr. Schoephoerster stated that institutions that have this practice, typically hold the bachelor degree and grant both when the masters degree is complete. If the student were to stop out, then the undergraduate degree would post. Programs could have varied requirements based on program needs.*

Program Performance Committee Update

*Dr. Robertson sent out a draft via email. Examples on first page for metrics include an Academic Ledger, which is something already part of what Wyatt puts together for the common data set. Describe how each data point is gathered; what it should and should not be used for. These should be geared toward program needs but right now they are geared toward department needs. Department Heads will need to identify their program needs. **Action: Dr. Johnson asked all to seek feedback from all stakeholders. The next step would be to talk to Department Head Council.***

2:40 – 2:50

Program Page Support (MARCOMM) – Dr. Johnson

*Handout. Carrie Philips, Director of MARCOMM, met with Dr. Johnson recently about MARCOMM standardizing faculty webpages. Some pages are simply links to the catalog while others are active and kept up to date. Colleges need to give information to MARCOMM based on their individual needs. This would allow for optimization and better web searches. Please review the handout and provide feedback by Wednesday, February 5, about any issues*

*you see. Once you review, this will be sent to the Department Heads. Action: Deans, please review the handout and provide feedback by Wednesday, February 5, about any issues you see.*

2:50 – 3:10

Dr. Aulgur

ReUp Partnership – Live March 12, 2020

*Handout and emailed PowerPoint. ReUp is a fee for service provider. ReUp reaches out to students who have left the university and directs students to the degree plan in which they withdrew. If the student does not wish to pursue their previous degree plan, then the student is directed to a degree completion program. ReUp is compensated based on enrollment, tuition paid, and graduation. The program is highly individualized and does not receive payment unless a student returns to the university and completes through graduation. Dr. Aulgur will update the group after every call, in which they are meeting monthly. Dr. Cass asked if there a breakeven point for these students and perhaps additional information is needed. Dr. Johnson asked Dr. Aulgur to include Mike Bogue in these meetings. Please let AA know when the Registrar needs to be involved and only in specific instances.*

Black River Technical College Campus Visit – February 11, 2020

*Please hold this date on your calendars. The President from Black River Technical College and five of his academic colleagues will be on campus to sign an MOU. Department heads may be requested to participate in conversations about specific needs at 11:00 am.*

Online Quality Committee Update

*Handout. First meeting Friday, February 7. Dr. Cass has been added to the committee and OIS staff member Alex Manly has been added as ex-officio. The additional charge of where does the College of eTech fit has been added. There are three options for eTech; leave the college as is; revert to the previous college arrangement; or a third that is not desired. A website is being created to post committee minutes and please continue to have conversations with your faculty. NC-SARA expires in June 30, 2020 and the renewal needs to begin in May. Renewal sent to ADHE and certify every year but the state has a three-year agreement.*

3:10 – 3:20

Ms. Chronister

*CWS Allocations – Pat and Andrea met with the Budget Office and a member of Financial Aid last week. Currently, CWS is in the Deans budget and the Deans feel responsible for the money. Possible solutions are as follows: Option one, pool all the money into the Academic Affairs Contingency account and the requests would be handled on a first come, first served basis. Option two, Leave the funds in Deans office as is. The Budget Office is willing to create a spreadsheet to assist the Dean’s administrative assistants with managing the money. Every form be signed off by the Dean and the admin is included in the email notifications. This option will require an additional line on the labor request form, which belongs to HR. Option two is supported. **Action: Deans, please let your department heads know all student labor requests require Dean approval before being submitted. Each Dean administrative assistant will be added to the email notification block and maintain a CWS spreadsheet.***

#### Course and Program Quality

*Dr. Erin Clair is now working on criterion three. She called Academic Affairs for an update on the document approved in Faculty Senate last spring and where is it posted. Pat informed Dr. Clair there was an issue with the Department Curriculum Committees and that program review points back to the state requirements. Course Quality still needs to be addressed. **Action: Dr. Robertson to meet with Dr. Johnson and Dr. Clair Thursday, February 6 and come back to the group.***

#### Required transcripts needed for new faculty

*Currently, Academic Affairs requires all transcripts for a complete personnel file. Feedback from the Deans was requested on this process and should Academic Affairs continue this practice. The consensus of the Deans was to only require official graduate transcripts for a complete personnel file. Adjuncts will be treated the same. **Action: This practice will take effect with new hires from henceforth.***

3:20 – 3:30

#### Faculty/Staff Complaint Log – Dr. Johnson

*In the recent announcement about this Faculty/Staff Complaint Log, all the examples listed were under academics except Financial Aid. Will Cooper addressed the AALC January 21<sup>st</sup> to answer any questions or address concerns. Dr. Johnson will be working with Thomas Pennington and Dr. Mary Gunter to either*

*delete the examples or add examples for all other divisions. Student Affairs is simply the repository of these complaints.*

3:30 – 3:40

Announcements, Future Agenda Items

*College of Business Dean Candidates on Campus Wednesday, February 12, Friday, February 14, and Tuesday, February 18. The Deans will meet each candidate in Rothwell 308, 8:15 – 9:00 am. Action: Andrea to send invites and CVs to the Deans and ask them to send out to faculty. Itineraries to be sent once finalized.*

*Dr. Aulgur sent a reminder email about eTech no longer being a delivery option when entering course schedules. Online courses will strictly be listed as web courses. The Registrar has turned off this option.*

*White Paper format is still being updated.*

*The Rescuers Exhibit will be tomorrow, February 5 at 2:00 pm in the Museum. The Governor will be on campus for this event. A grant from the Arkansas Humanities Council was awarded to the Museum.*

*Dr. Johnson asked the Deans for feedback about coaches having a required teaching assignment. There are 11 coaches that have teaching assignments that require them to carry a 3-6 hour load and Academic Affairs pays their teaching salaries. Originally done to lower the athletic budget. Athletics has proposed to move coaches out of the classroom but unsure where the remaining salary money is going to come from with this change. Teaching coaches will need to have another assignment but we do not know what that assignment should be. It has been suggested, the coaches become certified to be academic coaches and supervise the student athletes during study hall.*

*Dr. Cass suggested the coaches work with IMSSO to recruit international student athletes. This effort could serve a dual purpose, athletic recruiting and international enrollment. Coaches could take current athletes on these recruitment trips. The United Kingdom has club teams but do not have college teams. Some of the African countries are set up in a similar way. Dr. Cass also suggested moving this portion of salary under Enrollment Management for recruitment efforts.*

*Additional Dean feedback: Propose removing teaching responsibilities from all new athletic hires. Academic Affairs may still have to give up the budgeted money to Athletics to cover the salary. Remove the teaching responsibility from current coaches and offer them a reduced salary for reduced job duties.*

*If the coaches retain their teaching responsibilities, Academic Affairs, departments and Deans should have some oversight with the hiring requirements. They should be held to the same standard as other faculty. **Action: Please continue to reflect on this and share ideas at the next meeting.***

#### Faculty Awards

*Last spring, Faculty Senate supported an awarding one excellence award for adjuncts and two for non-tenured faculty. Dr. Johnson went to Faculty Senate in September and reminded the group of the current budget restraints. A sub-committee was formed and during their meeting, the group suggested moving away from the plaques and award a medallion. Another suggestion was made, outside of the faculty, to open the awards up to all tenured and untenured faculty. Faculty Senate do not support the expansion of the awards. At the March Board meeting, Academic Affairs is going to propose some language to provide more flexibility regarding faculty awards. This would allow for more in the future.*

*Dr. Cass mentioned it is common practice to have three awards open to any full-time tenured or tenure-track faculty member. Academic Affairs cannot afford six awards. This is a matter of fairness to all faculty.*

*This suggestion can be added to the Standing Committee ballot in April. Will ask Faculty Senate if they accept this as an alternative.*

*Suggest awarding all faculty awards at Professional Development day.*

3:40 – 3:50

Recap / Next Steps

4:00

Adjournment!

