

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

Office: 479-968-0319
Fax: 479-968-0644
www.atu.edu/academics

**Dean's Council
December 3, 2019
Academic Affairs
2:00 – 4:00 pm**

2:00 – 2:15

Brandi Gibbs – Admissions, Time Out for Tech

Time Out For Tech (TOFT) will take place Thursday, February 6, 2020 at 8:30 am in Tucker Coliseum. A full schedule will go out closer to the date. Registered Student Organizations will meet with potential students 8:30 – 9:30 am; Opening Sessions and Dean Tech Talks will take place 9:30 – 10:30 am. Each Dean or a representative will have 3-minutes to talk about his or her respective college. Upon registration for the event, academic information is sent to the student with dean's picture. Breakout sessions by major will take place 10:30 – 11:50 am. Optional sessions will take place 11:30 am – 2:00 pm; Financial Aid, Athletics, meal plans, Jerry. 12:00 – 5:00 pm will give students an opportunity to visit the commitment station. Students can also sign up for orientation. There will be practice for TOFT held on Wednesday, February 5, 4:00 – 6:00 pm. Additional information will be distributed by Brandie Gibbs or Sydney Murphy. The Band and choir will be at this practice. Travel time is built into the schedule this year. Asking 9:30-10:50 classes to end at 10:30. The Deans suggested adjusting the time so the sessions only cross one class time rather than two class times.

2:15 – 2:20

Professional Development Day Timeline

Wednesday, January 8, 2020, 9:00 am HLC session in Witherspoon auditorium. Continental breakfast will be provided at 8:30 am in the Witherspoon lobby. Dr. Bowen will address the faculty and staff at 10:30 am and Dr. Johnson will follow with a 15-minute speech which will be HLC mission orientated. A break for lunch on your own. Dr. Irene Mulvey will speak about shared governance at 1:30 pm and followed by a Q&A. Save the date email to follow. Food at 8 am and begin at 8:30 am in Auditorium.

2:20 – 2:30

Dr. Robertson – Program Metrics

Dr. Robertson is leading this committee. The goal is to develop 6-10 metrics for use in academic programs to allow consistent data set to make decisions. Several faculty, deans, and department heads make up this committee, including Wyatt Watson, Dr. Cezeaux, and Dr. Aulgur. Efficiencies, health of programs, what are these metrics. February deadline. Handout. Some things are longitudinally, some are not. Please provide feedback to Dr. Robertson.

2:30 – 2:55

HLC

*CV attachment with annual reviews due April 15

Updated CVs need to be attached to the annual reviews that are sent to Academic Affairs. Format is not standard. These will be uploaded into Weave. **Action: Deans will tell Department Heads and ask Department Heads to provide a one-page evaluation of their adjuncts, including staff who teach courses. Dr. Powell will create a format and share with the group.**

Concurrent instructors and certain staff will need updated resumes as well.

*Linkage of program needs, student learning outcomes, program review to budget

Talking with Dr. Christine Austin about criterion 5, we do not have a mechanism in place for budget consideration based on program reviewer's suggestions, or assessment of student learning. Need consistency in place for when HLC comes. Dr. Johnson will draft a process. Deans will need to provide a list of program needs that can be linked to program needs, student outcomes, and assessment of student learning.

*Mission

People need to know ATU mission. How to get people to hone in on aspects of the mission. Rebranding due to the board to vote on in January. Mission on the back of business cards; include it in orientation; talked about doing fun things with the mission. Dialing for Dollars set up, put out a word on OneTech and randomly calling people and asking if they know for a reward.

2:55 – 3:00

Minimum wage rate and Senior Service Fellow Rate

An amendment to exempt higher education from the state minimum wage requirement was approved. \$9.25 is the current rate; January 1, 2020 will increase to \$10 per hour; January 1, 2021 will increase to \$11 per hour. Payroll says we will be given the option at what rate to pay. Payroll is supposed to get back to Pat with what is official about the pay rate if departments will have flexibility or a tier system. Deans decided to increase 2020 Senior Service Fellow rate to \$11 and increase 2021 to \$12. **Action: Andrea to notify Amber Tennison in Human Resources.**

3:00 – 3:45

Budget Priorities

Handouts. Wyatt Watson prepared a list of academic costs to EC. Priorities are the same as last year. Priorities are due to Budget Friday, December 6. The Deans reviewed and suggested the budget priorities below.

Capital Outlay is vitally important. (Set as #1)

AH Rehab Science position #2

Associate Registrar position #3

Graduate College budget, increase to \$20,000 #4

BlackBoard Ally #5 (between eTech and Thomas Pennington, eTech can cover Jan – June as long as 20-21 be budgeted). Future money should be come from OIS, eTech, AA, and Disability Services). Be budgeted for OIS software budget. May have to wait until July 1 start date.

Academic Advisor (2) #6 (Could use some people in eTech and use sources already on campus; as contingency plan)

Career Counselor #7

Program Coordinator of Peer Mentor #8

Professional Development funds for Advising Center Staff #9

BlackBoard Ally accessibility \$35k to make sure we are an accessible institution. No way to vet if we are in compliance with Office of Civil Rights in the online space. Thomas Pennington has committed funds and College of eTech to cover the rest but \$5k. This would be an add-on to BlackBoard. **Action: Dr. Aulgur will send memo to Dr. Johnson and Pat.**

3:45 – 3:50

Announcements, Future Agenda Items

*Dr. Powell – Women's History Month

Committee has been named for the Women's History Month celebration. Membership includes James Peck, Director of the Museum, Dr. Kaimen Zeng of EAS, Dr. V. Carole Smith of

Education, Dr. Amber Harrington of NHS, Dr. Erin Clair of AH, and Chelsea Lairamore from Student Affairs. Each member is supposed to work with their respective Dean to create displays for each discipline centered on women in each discipline. Other programs show casing women in positions at Tech. Each day at ATU, a female will be profiled and shared across campus and social media. March of 2021, create budget, college could cover cost of displays. Possibly have a distinguished speaker.

Katura and Tegrity has been delayed about a month via Legal. January 8th is first day of 8-week online courses. Contingency plans for first two weeks of classes via Ken Teutsch. Please convey the change to your faculty.

3:50 – 3:55

Recap / Next Steps

4:00

Adjournment!