

**Dean's Council
January 20, 2021
Academic Affairs
2:00 – 4:00pm**

2:00 – 2:20

Updates

- COVID-19 Taskforce
 - Essential workers will be prioritized to receive the vaccine but Heath Whorton suggested people contact their pharmacies to get on a waiting list. Some were confused about what the email meant last week. The taskforce does not want to hinder people from getting the vaccine but encourages those to get them ASAP if they are high risk. When there are enough vaccines, then mass vaccinations can take place on campus. Mr. Whorton stated each individual pharmacy is to establish their own plan to reach out to the community.
 - Dr. Cezeaux asked about clarification for those who are high risk versus those who are considered high risk but are not seeking the vaccine. The message was unclear.
 - Dr. Johnson indicated two local pharmacies thought they would receive 500 vaccines each and had reached out to ATU (instead two pharmacies only received 250 vaccines each and were able to handle the vaccines themselves). This prompted the email about interest from faculty and staff. Dr. Schoephoerster stated 453 responded yes to the survey. 204 are listed as essential employees but the commonalities were only 74 who expressed interest.
- ReUp
 - Dr. Aulgur stated there is no update since the last meeting. He may reach out to Marika Lederman in Academic Advising to identify a point person to route undeclared students.
 - Also may need to reach out to Nursing for students who are stopped out in RN-BSN program. Dr. Robertson stated Sarah Hottinger is the point of contact for these students.

- Undergraduate Program Coordinator Description & Next Steps
 - Dr. Cass shared he tried to identify specific duties as to not take away from Department Head duties. There has been no feedback received yet.
 - Dr. Aulgur asked how the University Honors Director would fit into this category. Dr. Johnson mentioned this person would most likely do more than an Undergraduate Program Coordinator and does not fit this category.
 - Program Coordinators receive 12% of their base salary during summer terms.
 - Dr. Cass suggested a stipend would be more appropriate. Dr. Cezeaux suggested this is more than service and the compensation is needed as it differentiates between services.
 - Dr. Johnson suggested administrative duties be reviewed and possibly removed if faculty are not being held accountable.
- Graduate Council
 - Dr. Schoephoerster shared about Graduate Program Directors. The Council was interested. The thought was to have discussion about how directors are evaluated. Some carryover members were happy to see the Department Head is going to evaluate the Program Director but they are concerned about how the evaluation will take place. Not all program Directors report to the Department Head. Taskforce is to be made up of Program Directors, Department Heads, and Graduate Council members. There was concern about service assignments. Directors were also open to feedback from the Graduate College Dean. Dr. Johnson suggested adding a Dean to the taskforce. Two from each unit will be asked to be part of the taskforce. Dr. Cass volunteered as a Dean. Dr. Schoephoerster will report representatives once they have been identified.
 - Dr. Schoephoerster did not bring up the pay rate to the Graduate Council as he did not feel this was up to the Council to decide.
 - Dr. Schoephoerster reminded the taskforce to get started on the common graduate course task force. Representatives are Dr. Sarah Gordon, Dr. Christine Austin, Dr. Michael Rogers and Dr. Tom Nupp.

2:20 – 2:45

Advising Handbook & Taskforce

- Volunteers were asked for during Dr. Johnson's spring address. This list was shared with the Deans. The majority of volunteers are from A&H.
- Dr. Johnson posed the question, when faculty have tried to participate in the past but have been discouraged in some way, could this be a deterrent for those faculty to participate in the future? Dr. Cass said it is always a possibility. He also suggested identifying new faculty who might be a little hesitant to volunteer and ask some who are experienced to volunteer. Dr. Cass asked the Deans to suggest two faculty who would be good for this taskforce. Dr. Aulgur suggested an instructor or an advisor from eTech. Dr. Cass will check with Mrs. Lederman to see if Scott Tomlin will be able to serve. Please limit the membership to a maximum of 12.
- Dr. Aulgur suggested junior/untentured faculty may be hesitant to put themselves out there. Dr. Cezeaux countered with where is this documented that a faculty member has been docked or this has happened? Some faculty hear this and it is simply a fear.

2:45 – 3:05

TOFT

- Dr. Johnson will forward an email from Meredith Jones-Lawson. TOFT is scheduled for February 11, 12, and 13. These sessions will be F2F. Faculty will stay in the room and students will rotate.

TechAdvise

- Deans are not being asked to participate. Mrs. Marika Lederman in Academic Advising is responsible for this initiative. Virtual sessions are planned.

Spring Student Orientation

- Dean's feedback included limited attendance; always better to break out into departments. The in-person session worked well.
- Dr. Bean suggested spring numbers are too small but fall students have a better showing.
- Dr. Aulgur commented an undergraduate student does not typically meet with the Dean.
- Dr. Cass suggested using Mongoose more.
- Current student participation draws a better response from the students. Perhaps, in the future we may use students to facilitate.

3:05 – 3:15

Academic Budget Coordinator Search

- Please hold February 8 and 9 for interviews. Committee plans to do initial screening interviews on February 1.

3:15 – 3:40

Faculty Searches

- Thank you for sending your ranking for faculty positions.

Implicit Bias Training

- Bullying is an issue and has been brought up since Dr. Johnson's arrival. Could this be part of why faculty do not participate in committees?
- Dr. Bean has been on several committees and this has not been her experience.
- Dr. Robertson echoed this but added that he has seen administration blacklist faculty but not faculty to faculty.
- Dr. Cass shared an experience from a previous intuition. Also shared most comments or actions are subtle and people may not realize what they are doing.
- Dr. Cezeaux suggested what she has seen has been steeped in tradition and more in the departments rather than in the committees. She mentioned micro-aggressions and Dr. Johnson agreed micro-aggressions need to be addressed.
- Dr. Robin Lasey needs to address the use of pronouns in the fall. Students are complaining faculty are not honoring their wishes to be addressed a certain way or faculty simply do not know. Micro-aggressions could be addressed here too. Dr. Aulgur expressed this need to Dr. Lasey and will seek clarification. Dr. Aulgur shared what CETL has scheduled for the Spring, <https://www.atu.edu/cetl/diversity.php>
- Dr. Cezeaux stated this is talked about in Leadership Tech but she wishes it would dive deeper into the theory. Dr. Gunter could share some insight to this type of training.

3:40 – 3:55

HEERF/CARES Funding

- \$9.2 million allotted from the Higher Education Emergency Relief Funds (HEERF)/CARES II. Ozark to receive about 10%.
- ATU is not able to spend any of the HEERF funds until we submit our report of how we spent CARES I funds which is due February 1. \$3.5 million for students will become available February 1. It was suggested these funds be released to students before the drop for non-pay date, February 17. Online only students will be eligible for these funds. PELL eligible students have priority. Students can use the funds as they see fit.
- Funds can be spent on delivery of instruction, reimburse tuition loses, technology cost associated with the switch to online learning, faculty and staff training, student support activities authorized by the Higher Education Act of 1965. There was a question about funds being used for HVAC and air exchange improvements. Funds for students are to be expended by April 24 but it is not clear about when institutional expenditures need to be spent but Mr. Greg Crouch is checking.
- There is training for faculty and staff but we will need additional instructional designers. Where would we get these individuals and how would they train our faculty. Please refer to the grant application for instructional designer information. We need to have some type of incentive for faculty to participate during the summer to engage in course redesign. Dr. Johnson would like Dr. Aulgur to have his staff look into how to ramp this up and to think through for the incentive for faculty. What can we do as classes end in May and complete by June 30 so funds expended?
- Athletics and Communications share a trailer that is transported between games; funds would be used to upgrade wiring. Dr. Cass will get more information about this trailer.
- Retention management software. Concern about continuing to pay for software after these funds are expended.
- Phone costs; justification for VOIP phones across buildings. The main reason VOIP is not in all buildings is because of infrastructure. This could save on future costs and would allow better communication as we work remotely and individuals would not need to forward office phones to personal telephones. Moreover, entire campus would be on same system.

EC updates

- As of Friday, undergraduate enrollment is down 12% (budgeted down 7.5%) from last spring. Graduate is down 3.5% (budgeted down 15% perhaps?); international is down 37% (projected 50%). Regional institutions across country are experiencing the same thing.
- Based on fixed expenses for next fiscal year, a \$14 million shortfall is projected. Enrollment is projected to stay flat. Mr. Branson wants to use salary savings to apply to the cut but Dr. Johnson has indicated the entire pool of salary savings is not available. Mr. Branson believes there is \$7.4 million in salary savings for the entire campus which Dr. Johnson thought was extremely high.
- May Graduation tentative schedule: Thursday Ozark; Friday 2020 graduates (need to indicate intent to participate); Saturday would have three ceremonies and graduate students would be included with smallest college/ceremony. A large number of people can be on the football field. The number of people in the stands is not clear just yet.
- Proposed Summer Hours: Campus will be operating with 9-hour shifts Monday-Thursday, 30-minute lunch, and half day on Friday with at least one person in each office on Friday morning. It was not immediately clear what phase we would be in which will dictate if we are working remote, staggering, or on-campus like normal. Supervisors will have the leeway to allow for flexible schedules. Dr. Bowen will announce at PCC and then on OneTech

4:30

Adjournment