

**Dean's Council
October 21, 2020
Academic Affairs
2:00 – 4:00pm**

2:00 – 2:20

Updates

- Covid-19 Taskforce

Dr. Schoephoerster reported there was a spreader event reported last week which led to our spike in cases currently. The student organization that hosted the event, is under investigation by the conduct board. 130 students are in quarantine and most of those individuals are off-campus. On-campus quarantine beds are half full.

MARCOMM is starting an education campaign for students to encourage 6-foot social distance and masking beginning with a Halloween theme. Thanksgiving, Holiday and New Year themes to follow.

The beginning of the spring semester was discussed. Accommodations have been extended through the spring but those interested need to reapply. Student accommodations will roll over to the spring semester and those with accommodations currently will not be required to reapply. Dr. Johnson reported after Thanksgiving, all Academic offices will work virtual. Any exceptions will be determined on a case by case basis. Diplomas will be mailed to students rather than students picking up.

Virtual Fridays will be continued for the spring. Dr. Stacy, faculty representative on the taskforce, mentioned the coding confusion for MT49/MT99 hybrid courses needs to be addressed for spring. Virtual Fridays are for staff offices only and faculty should still meet their Friday classes, if applicable. Dr. Robertson indicated unless a course is clicked on when scheduling to view all course information, MT49/MT99 is not specifically listed. Dr. Cezeaux mentioned that Department

Heads create the schedule and have control over this. Dr. Johnson reiterated to the Deans that Friday courses can be virtual or held on campus. Virtual Fridays were designed for administrative offices to be closed so there could be a 'deep clean'. Faculty should not feel the need to have their class remote.

Deans were asked to express the difference in MT49 and MT99 courses to faculty and department heads. The graphic created by Dr. Cullen is a good example. Dr. Johnson explained that it is important for faculty to teach the course according to the modality because parents and students are upset that they have so many classes online particularly when only 24% of classes were solely online. It was noted that parents, students, and some faculty do not understand the differences with MT 49 and MT 99.

Action: Dr. Aulgur will reach out to S. Strasner to ask him to tweet something about MT 49 and MT 99 differences using Dr. Cullen's graphic.

Action: Mrs. Eubanks will reach out to the academic support services staff to find out if any of them have students who are good with Instagram so they can do a message for MT 49 and MT 99.

Dr. Aulgur suggested faculty acknowledge they know the difference in the two. Dr. Aulgur stated if a student goes through the schedule of courses from the website, the student can see the MT classification. But if a student goes through OneTech, the student has to click on the individual course for classification. This needs to be consistent in all locations.

Action: Dr. Aulgur will discuss with Registrar and OIS if this can be addressed so it is clear what the class modality is for all courses without having to drill down.

- HLC
 - Learning Outcomes & Bragging Points / MARCOMM

Thank you for getting with your Department Heads to make these happen. Please keep these coming. Dr. Cass suggested bringing up the 'bragging point' in the spring update to drive the issue home to faculty. Dr. Aulgur and Dr. Cezeaux commented that bragging points are difficult to find. Dr. Johnson reached out to Mrs. Phillips about the location of these links. **Update: Dr. Johnson has sent the Deans the links from Mrs. Phillips.**
- Campus Preparation

Dr. Robertson and Dr. Austin have prepared a schedule of tentative dates for HLC prep sessions. Dates will also be added to the Friday update email from President Bowen. Mock opportunities for faculty, staff, and students will take place. Open Forums will be hosted via WebEx. Tentative dates and times are as follows (check OneTech for links):

- Criterion 1 (Mission) & 2 (Integrity), Friday, October 30, 3:00 pm. All university is invited to attend.
- Criterion 3 (T/L: Quality, Resources, and Support) & 4 (T/L: Evaluation and Improvement), Thursday, November 5, 3:00 pm and Friday, November 6, 11:00 am, Faculty and Academic Support Staff from both campuses invited.
- Criterion 5 (Institutional Effectiveness, Resources and Planning), Monday, November 2, 10:00am. All university if invited to attend. This session will focus on planning, facilities, finance, technology
- Students are encouraged to attend Wednesday, October 28, 12:00pm to discuss SGA, Graduate Student Council, Ozark SGA, IFC/PHC.

▪ Other Updates from Committee Representatives

2:20 – 2:40

Program / Budget Reduction Data Input

Pat discussed the example of the budget cuts worksheet sent earlier. This is an example of an actual budget. In not all instances can the budgets be cut by 20%; professional salaries for example, can't be cut with smaller departments. The middle purple example, is closer to what the Dean would actually see when reducing budgets. The last example is what can be copied and pasted to work with, the only thing needed would be for each Dean to input the beginning balance. Total 20% of each budget is listed at the top of buckets. Adding or deleting must show ROI. Second tab for ROI calculations are defined so everyone defines ROI the same way. Third tab identifies what each student is worth.

Fringe Benefits – Mrs. Fiorello was asked for a percentage of salaries to be used for buckets. Fringe benefits are budgeted in totality. They are budgeted on an average of usage because not all benefits are used, positions are open, etc. Please use 10% for fringe benefits, if those are to be cut. Dr. Cass commented only calculating fringe at 10% will cost his college to have to make additional cuts. The rationale for this is the Budget Office does not have as much budgeted for fringe benefits. Dr. Cezeaux pointed out 17.5% is listed for fringe in the Budget Book. Pat indicated

TIAA is 17.79% and Teacher Retirement is 21.22%. Dr. Jones indicated a minimum of 17.76% is required, with no other costs. Dr. Jones expressed concern about cutting fringe from the base budget because the base budget includes the total of fringe rather than just a percentage, which means this would create more than a 20% cut.

Dr. Cass asked about efficiencies he has already identified. Meaning adjunct reductions and class limit increases. Pat indicated the adjunct budget is short by about \$160,000. This was a deliberate move years ago but salary savings were always available to cover the shortage. This allowed for the adjunct budget to remain steady even though the number of adjuncts increased. So if adjuncts are to be cut, the adjunct budget is still going to be short. Dr. Cass asked why this is done by department. The Budget Office advised this directive came from Mr. Branson.

Dr. Cass and Dr. Cezeaux commented that is not what was shared at the BAC. Please focus on getting to your 20% cut and let adjuncts be handled by the division. Summer budget is sufficient. Dr. Jones indicated he would cut summer offerings for savings but this would reduce students. A shift in offerings could help. Dr. Cezeaux reminded the group to remove fees from their cuts. All fees are listed in the front of the budget book, pages 2 and 3.

Pat will send out the spreadsheet for each Dean to work on. Directors are to submit their information October 30 and Deans submit their information November 10.

2:40 – 3:00

Student Success Strategies & Faculty Engagement

Dr. Myers joined the meeting to express concern about students losing interest in their courses this semester. 331 have less than 2.0 GPA at mid-term. Early alerts have doubled to about 550. The Ozark campus reported 83 students have all Fs. These students possibly logged in at least once and then stopped participating in the course. If students have completed a FERPA form, parents may be contacted. Streamlining automations should be taking place instead of Advising having to hard key each student. Same with phone calls; creating a touch key for specific offices. Some students may not be aware of their options so making sure they know this is important. Sending automatic reminders about deadlines.

Proactive rather than reactive situation. Some students are more cautious about re-enrolling for the spring term. Dr. Myers recommended clarity of courses for the spring semester. A form

email was discussed so faculty could send it out to students. Dr. Cezeaux asked for the action item to provide for the faculty. Dr. Johnson stated to make sure faculty are trying to connect with their students. Some faculty have not tried to reach out but are only submitting a request through the early warning process. Dr. Cass recommended getting the FERPA waiver. Dr. Robertson stated those are completed when they are first registered. Those who have completed the form, a letter can be sent to the student's permanent address and the parent will most likely open the letter. Dr. Myers will send out a form email for the Deans to ask faculty to use with students who are not engaged in the course.

Administrative withdraws are a possibility too and this may be an option so students don't receive an F grade. The catalog notes "A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the instructor with a grade of "WN." Faculty should notify the student prior to assigning a grade of WN.

Dr. Cezeaux asked what happens if a student is administratively withdrawn from all courses and whether they are withdrawn from the university. Dr. Robertson shared the following link regarding the process for withdrawal:

<https://www.atu.edu/registrar/docs/OneTech%20SSB%20Online%20Withdrawal%20Process.pdf>

3:00 – 3:40

Faculty Release Policy

Dr. Johnson had a few questions. In a previous meeting, the Deans made several comments. This topic will be revisited.

Faculty Transition Proposal

Phased retirement. We need to stop using the word retirement. There are some faculty who are retirement age who would like to resign their tenured positions and transition to a lecture position for half pay. Dr. Bowen had questions and would like to review a proposal. The proposal should provide a timeframe; three year half-time process was suggested but Dr. Bowen recommended two years. Qualification for the process includes the faculty member being over 60, with 10 years of service. There will be no service or scholarship required during this time. Dr. Bowen is concerned about the advising load; would these faculty still advise students? Advising is a teaching duty in the handbook. Dr. Cass indicated at a previous institution those faculty only taught and three years would be a good incentive. 2:2 would be half pay but 60% is 3:3. Dr. Jones and Dr. Robertson shared they have faculty who are

interested in half pay for 3:3 load. What allows us to do a multi-year contract? Visiting faculty positions can have a contract for up to three years. Do departments want to limit the number of participants? Dr. Johnson asked Wyatt for some data for a potential number of faculty who would be eligible based on being 59 or older. Six people at Ozark qualify. 57 people at Russellville; with 21 in AH, 16 NHS, 6 EAS, 5 BUS, 8 ED, 1 in PS. English has the most in AH. Dr. Johnson will send this data to the Deans for reference. Once a proposal is finalized, Dr. Johnson will take it back to Dr. Bowen.

Blackboard Inactivity

This list is only pulling those who are not active on Black Board. The report identified what department the faculty member was in rather than the College. When course identifiers are built in Black Board, there are no College identifiers. Only need the current list of faculty teaching.

Action: Dr. Aulgur will discuss with Mr. Alex Manly.

Advising Handbook

Dr. Cass sent this to the group. Last year, there was discussion but it was not rolled out to the faculty. Take some time to look over and come back at a later date.

Action: We will put this on the agenda for a December meeting.

Faculty FTE Calculations

This has not been sent out yet.

Class Sections – Empty Seats

A spreadsheet from Wyatt showing open enrollment based on total number of seats still available. The data begins in 2017 and runs through the current semester and provides a list of classes with less than 10 students enrolled. Graduate courses are also listed as well as empty seats in online courses.

Department Head Job Description

Dr. Cezeaux sent out to the group. We will come back to this for discussion.

Action: Dr. Robertson volunteered to create a draft.

Other Efficiencies

4:00

Adjournment