

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

2:00 – 2:30

Updates

- Taskforce / Academic Calendar  
Dr. Schoephoerster stated Mr. Heath Whorton is concerned about the Academic Calendar and the beginning of the spring semester. He is concerned about the community numbers but campus numbers are the lowest they have ever been. The Taskforce is considering three options. Option 1, eliminate spring break and start a week later; Option 2, go back to phase zero like in March with 100% remote and online and no one on campus unless absolutely necessary; Option 3, keeping the University in phase 1 but with stricter rules, remote as much as possible for classes and operations. If Option 3 is recommended, the University would operate remote for two weeks, and then reevaluate the situation for return. Dr. Robertson suggested the university continue as planned for spring. Mr. Whorton planned to share this information with EC; Dr. Jamie Stacy plans to share information with Faculty Senate; and the Taskforce will reconvene next week to recommend a decision. Dr. Aulgur noted this information needs to be communicated as soon as possible. Dr. Johnson shared Dr. Bowen has stated she is not comfortable with removing spring break from the calendar. Continued communication needs to be sent to faculty and students to be prepared to pivot to online instruction for the first two weeks of the spring semester. Dr. Aulgur will lead this effort.  
**ACTION: Dr. Aulgur will prepare communication for faculty and next steps so we are prepared for whatever decision is made in late December/early January.**
- ReUp  
Dr. Aulgur emailed information prior to the start of the meeting regarding the ReUp initiative. 100 students have reenrolled through ReUp, with the majority being undergraduate. The meetings have moved to every three weeks and the next meeting is tomorrow, December 3. Dr. Aulgur has asked Mr. Wyatt Watson to identify stopped out graduate students with a GPA below 2.0 or students with a

grade of two C's or more. Graduate Council is working on a clemency policy, which will benefit students.

- Other Updates / AA Committee Updates (i.e., faculty release, ...)
  - Dr. Aulgur shared the University Honors group met about three weeks ago and will meet again in January. The group focused on curriculum outcomes, revamp of the program, and the committee will submit a proposal to update the curriculum.
  - Dr. Cezeaux reported on the workload policy committee. Membership is made up of Dr. Cezeaux, Dr. Bean and Dr. Schoephoerster; Dr. Sean Huss and Dr. Jeremy Schwehm from Faculty Senate; Dr. Sarah Gordon from Graduate Council; Dr. Shelly Daily and Dr. Rockie Pederson from Department Heads Council. The College of Business does not have representation. The recommendation was made that a College of Business faculty member be added and Dr. Johnson nominate a faculty member at large. Dr. Cezeaux will send this information to Dr. Johnson as a formal request.
  - Graduate Council created a committee to review common interest courses.

2:30 – 2:45

#### EC & Faculty Senate Updates

- Voluntary Position Transition Program  
Prior to the meeting, Dr. Johnson shared information from EC regarding the Phased Retirement Program for faculty. There are questions that need to be addressed before being approved. EC has reviewed the proposal and suggested keeping the same title for faculty and not moving to a visiting status. Tenure would be relinquished. A statement needs to be added that if faculty choose this option, emeritus nomination status will not be affected. However, the step down period does not count toward the required 15 years of employment to qualify for emeritus. Once a faculty member chooses this option, he or she may not choose to back out of the phased retirement. Vacation pay out will only apply for Department Heads or Deans.

Discussion regarding the faculty load when faculty choose the phase needs to be determined because some colleges carry different loads. The load needs to be identified as appropriate with each college as they currently stand and

made clear. The Deans will continue the discussion of 15 hours or 12 hours. The expectation of research and service will be given up and advising will be continue, as that is a teaching function. Faculty will not be allowed to take overloads during the phased retirement program.

Will this be a one time offer? Dr. Cass suggested this be an ongoing offering as long as this is beneficial to the university and faculty.

**Action: Dr. Johnson asked Pat to compile a list of faculty who qualify for this Phased Retirement Program. Dr. Jones will work with Mr. Wyatt Watson on the tenure count and financial implications.**

**Note: Mr. Watson has provided the data for tenure-line and non-tenure-line faculty by program who meet the qualifications.**

- Revenue is down from what SSCH should be.
- Finance is continuing to find things that were not budgeted properly and will be looked into further.
- Student Workers can be paid at the current rate of \$10/hour, the new rate effective January 2021, or at the federal requirement, which is lower.
- Spectrum Group Update – There will be a Tech news article coming out. Bathrooms in Hull, Witherspoon, and the Library have been remodeled to accommodate individuals who would prefer to use a family restroom. Trainings are currently out of date and the group suggested updates. Preferred names and pronouns; Registrar will need to be involved. The group has asked CETL to work with HR and DDI so that faculty are educated about pronouns and student name preferences for the fall semester.

#### Faculty Senate

- Faculty Senate Budget Sub-Committee Report sent by Dr. Johnson prior to the meeting.
- Faculty Senate has prepared updates that have been done by faculty as an item of information to the Board from the Senate.
- Faculty are concerned about evaluations and plan to ask Mr. Wyatt Watson to attend the February meeting.
- Senate will ask President to address the campus community regarding the restructure before the proposal goes to the Board in March.

### Budget Restructure

- College representation from each college is as follows:  
AH Dr. Carl Brucker, BUS Dr. Debra Hunter, EDUC Dr. Sarah Gordon, eTech Dr. Jeremy Schwehm, NHS Dr. John Jackson, Graduate College representative is Dr. Tom Nupp, and EAS is pending.

2:45 – 3:30

### Professional Development Day – January 6, 2021

- Dr. Johnson is asking that College and Department meetings be held in the morning and CETL sessions will occur in the afternoon.
  - Speaker will address advising and additional Tech Talks will be available after the speaker.

### Academic Affairs Planning – January 7, 2021

- Ideas from Dr. Johnson
  - Annual assessment data process and accountability and inclusion of Deans need to be addressed.
  - Program reviews need to begin prior to the spring term to allow ample time to complete and for programs to adequately do a self- analysis.
  - Curriculum process needs to be addressed and this needs to be faculty led.
    - It is understood faculty need to be trained so they understand what is necessary.
  - Dr. Erin Clair is working on the Gen Ed revisions.
- Feedback from Deans
  - Dr. Cass echoed the need to more involvement in the assessment process and the Deans review be added as part of the process.
  - Dr. Cezeaux added training needs to be included for how to put together curriculum and how to assess programs.
  - General Items for Graduate College –Thesis production and improvements; student engagement at the graduate level; advising.
  - Marketing ourselves. Who is responsible for marketing our programs and colleges?

- Marketing Faculty; what they are involved in, what are their research interests? The university needs to market faculty. Dr. Robertson shared this has been a point of concern for the past four or five years as MARCOMM has only used what fits their template rather than what
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- departments and faculty need. Dr. Cass suggested allowing each department to manage their own webpages.

3:30 – 3:45

#### Meetings

- Spring 2021
  - Degrees When Due (DWD) every second Tuesday afternoon
  - Deans Meetings will be held on Wednesday afternoon except when DWD, move Thursday mornings 9-11.
- Advising Handbook – December 16 – Dr. Cass will send copy to Andrea and she will send out before next week's meeting.
- Meeting Change week of December 7 & 15
  - December 10, Deans Meeting is scheduled 11 am – 1 pm and Dr. Cezeaux will move to 9:30 am.
  - Deans Only canceled December 10<sup>th</sup> at 10 am
- Academic Leadership Council Meeting – check doodle and indicate availability.

3:45 – 3:58

#### Announcements

- College of Education has received official word for continued accreditation from CAEP. A OneTech article has been posted.
- Ag Dept. has received a baler and the story is in OneTech.
- Signing ceremony Thursday, December 10 with ATU and UACCM for eight MOUs.
- Graduate Program Director course release information. Per the Faculty Handbook, page 231: Graduate Program Director Description and Responsibilities: The Graduate Program Director (GPD) serves as an advocate for his/her graduate program and functions as a liaison among graduate students within the program, the department (including faculty) in

which the program resides, and the Graduate College. The GPD is recommended for appointment by the Department Head in which the program resides and approved by the Dean of the College and the Dean of the Graduate College. The appointment is a three-year term renewed annually following evaluation by the Department Head in which the program resides. Thus, the GPD shares roles and duties both to the department in which the program resides and to the Graduate College. Because of the added responsibilities of the GPD (listed below), the position should receive the equivalent of a one course release or overload (as appropriate) during each semester in which the GPD is active (typically fall, spring, and summer, but may vary by college). The goal of every Graduate Program Director should be to ensure the academic integrity of the graduate program while promoting the success of individual graduate students.

4:00

#### Adjournment

- Faculty Release Policy
- Faculty FTE Calculations
- Course Rotations
- Department Head Job Description
- Advising Handbook – December 2020
- Common Graduate Research Course
- Advising
- Program Assessment/Program Review/Annual Assessment
- Curriculum
- General Education Revision
- Academic Prioritization