

**Dean's Council**  
**December 16, 2020**  
**Academic Affairs**  
**3:00 – 4:30pm**

3:00 – 3:20

Updates

- EC Updates
  - Ken Wester, Dr. Russ Jones, Wyatt Watson, and Dr. Blake Bedsole are working on software review for the campus. Each Vice President was asked to review software lists within their respective areas and answer questions for the group about viability and process. Please refer to <https://ois.atu.edu/hardwaresoftware-purchase-application/> for current hardware and software purchase policies.
  - Budget Update: Deans will not be able to participate in each other's presentations. Mr. Branson will make each presentation recording available once it is complete. The final schedule is forthcoming. For colleges with presentations in the afternoon, please be prepared to present ahead of your scheduled time should the sessions move along more quickly.
  - ATU is moving forward with transitioning to the Cloud and the contract approval is in progress.
  - CARES Act money - \$588,000 remaining in CARES B money. Looking to get filters in Witherspoon possibly or something that will help put fresh air in the space. Dr. Cass will also provide information about fans. \$219,000 remaining from Strengthening Institutions funds from the Dept. of Education. Plenty of PPE available and more gloves are on the way.
- COVID-19 Taskforce
  - A decision will be made December 28 regarding whether there will be a delay in the return to campus.
- ReUp
  - Dr. Aulgur sent an update via email prior to the meeting.
- Opening Semester Language
  - Dr. Aulgur shared draft verbiage if an adjustment to the beginning of the spring semester occurs that would be shared after December 28 or when a decision is made. Dr. Cezeaux suggested the distinction be made that online only courses will operate like usual. Dr. Robertson suggested the FAQs be updated for those that are date specific.

- Dr. Aulgur will update the draft with edits and a plan for communication will need to be identified. Blackboard shells need to be open prior to the start of classes. Faculty need to make sure they let students know by Thursday, January 7 reporting notifications are sent by the faculty member regarding F2F and hybrid classes and the syllabus needs to be available along with Blackboard shells.
- **Reminder: Faculty need to upload syllabus in repository.**
- Department Head Position Description & Next Steps
  - Dr. Robertson will take this for discussion to the Department Heads Council on Thursday, January 7 at 3:00 pm.

3:20 – 3:45

#### Advising Handbook

- Dr. Cezeaux stated ABET accreditation requires the department to conduct career advisement. Suggested there be more about career advising with a faculty member in the discipline throughout the handbook rather than sending students to Career Services by default. Discussions like this could also lead to curriculum advising. Dr. Robertson suggested advising be separate from the registration process. Dr. Aulgur suggested the advising code not be given to the student unless the advising session has occurred.
- Dr. Bean referenced pages 20-21 and the Praxis being listed as a Graduate College entrance exam, which is incorrect. Dr. Cass will correct this as well as work with others to address some of the other comments (see other bullets).
- Dr. Schoephoerster referenced page 16 regarding Degree Audits and Applications. Graduate College is preparing to put in a deadline of the semester prior for Degree Audits. Graduate College applications should be submitted a full year prior to Undergraduate graduation.
- Dr. Cass mentioned there is some confusion regarding faculty advising students during the summer and between semesters. There needs to be clarification for when advisors need to be available. Dr. Robertson stated when the faculty member is not available over the summer or off contract, then advising responsibility falls to the Department Head or Dean.
- Dr. Johnson noted the handbook is missing timelines which needs to be added.
- Dr. Johnson stated the importance of using Advising Comments in Banner. Dr. Robertson also encourages faculty to use emails as reference and add those in the Advising Comments.

- Dr. Aulgur asked what the training process will be, implementation of this handbook, and the evaluation process. There was a large pushback from the faculty a few years back with faculty not wanting to be evaluated based on advising. Dr. Cezeaux suggested this be phrased as assessment rather than an evaluation.
- Dr. Johnson posed the question of what would happen if faculty were removed from the advising process. Dr. Cass stated at a previous institution there was a large Advising Center. Dr. Cezeaux stated ABET has a requirement of faculty be part of the advising process but Dr. Schoephoerster pointed out that could also be career advising rather than registration. Dr. Bean stated the faculty knowledge can't be replaced by the Advising Center because these conversations often lead to career readiness.
- Dr. Johnson commented on the importance of course rotations and using degree works and degree maps as well as helping the students take ownership in their degree process. It was noted that this needs to be on everyone's radar so that a student could get through a program in four years based on the course rotation. In addition, this rotation needed to align with the degree map students receive the first year per Arkansas legislation.

3:45 – 4:05

Professional Development Day Planning – January 6, 2021  
Academic Affairs Planning – January 7, 2021

4:05 – 4:25

Announcements / Holiday Plans

4:26

Adjournment

### **Future Agenda Items**

- Faculty Workload Refinement
- Faculty Release Policy & Procedure
- Faculty FTE Calculations
- Department Head and Program Director Releases
- Course Rotations
- Common Graduate Research Course
- Advising Training
- Program Assessment/Program Review/Annual Assessment
  - Insert Deans, No feedback to Dept/Dean
  - What does good assessment look like?
- Curriculum
  - What are the basics? What does a good curriculum look like?
- General Education Revision

- Academic Prioritization – Faculty Recruitment & Hiring Procedures / Strategic Hires
- Thesis Production