



Academic Affairs

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Deans' Council Agenda
Tuesday, January 16 at 1:00pm
Rothwell 456

- I. Follow up on retreat (technology intensive, etc.)
Discussion: Sentiment from retreat was to move forward with technology intensive designation. Will form small working group, with each Dean nominating one person from college and Dr. Murders nominating one person from Ozark. Tammy reminded the group of the time involved to make a change to a catalog and making notation on transcripts – she asked that once the working group got to that point, they would involve her office. Dr. Bridgmon volunteered to serve.
Action: Deans and Dr. Murders send Jana names by Friday, January 26.
Discussion: Ken is trying to improve communication, including “why” in the communication. Distributed [communication on AMS password changes](#), which included why the change was being made.
Discussion: Tammy emailed Deans about grade change form, and Deans wanted the form to go from instructor to Department Heads to Registrar. Tammy researched, and other universities vary in policy, with some requiring instructor only, others going through Vice President. Majority are instructor, Department Head and Dean. Deans requested, instead of signing off, receiving a report at the end of the semester, to monitor and identify patterns in excessive changes. Discussion also included moving the physical form to an electronic approval process to increase both efficiency and security.
Motion by Dr. Toms, seconded by Dr. Bean, to move to electronic grade change form with instructor and department head approvals, and the creation of a report for Deans at the end of each term. Motion carried.
We will continue with existing process until moved electronically.
- II. Follow up with Tammy on attendance policy/module
Discussion: Current policy working well with every course getting a Blackboard shell; the simplest solution is for faculty who don't want to use module to turn it off. Needs to be communicated to faculty, possibly added to the instructions for the module in Blackboard.
Action: Dr. Bridgmon share with Academic Council in February.
- III. Follow up with Ken on grading in Banner within a term
Discussion: Determined we could run a report for posting grades in channel in the summer or within terms for condensed courses. We can roll grades with understanding that GPA will be updated, but need notation on website and transcript that standing may not be accurate (probation, etc.) until full term

reporting.

Motion by Ken Wester, seconded by Dr. Bridgmon, to roll grades in the summer with the understanding that student standing will not be updated until the end of the summer term. Motion carried.

Dr. Woods asked for DFWI report on wintersession courses. Tammy said Wyatt would be the one to provide that, but there were no "Ws".

- IV. Meeting schedule for spring 2018
- a. One on ones with direct reports
 - b. Deans' Council/Deans meetings

Discussion: One on one meetings with direct reports will be every other week, rather than every week. Deans meetings, as a group, will remain every other week (twice per month) in Academic Affairs. Deans' Council meetings will go to once per month. Group preferred not to have it on same day as President's Communication Committee. Suggestions included, with the once per month Deans' Council meetings, keeping the larger group informed when discussions in the Deans meetings impact their areas, and if the meetings begin lasting 3 hours, go back to twice per month.

Action: Jana to reschedule Deans' Council meetings to once per month not on President's Communication Committee day.

- V. Roundtable

Action: Direct reports send three goals to Dr. Abdelrahman no later than Thursday per instructions from HR:

[HR announcement](#)

[Non-classified staff review procedures](#)

[SMART goals](#)

He asks that goals are in line with strategic plan.

Dr. Jenkins reported University Honors has interviewed 66 high school seniors, and for the first time the reviewing committee included faculty other than Dr. Jenkins and Dr. Mikles-Schluterman (Dr. Jamie Earls from EAM, Dr. John O'Connor from HPE, and Dr. Hamed Shojaei from Physical Science).

Dr. Robertson asked if the Deans needed to prepare anything for the meeting with EC next week. Dr. Toms said she and Carrie Phillips from MARCOMM will be discussing the theoretical and functional aspects of branding.

Action: Dr. Abdelrahman will send Deans agenda.

Dr. Bridgmon reported there were 28 outstanding personnel files, many lacking transcripts. He asked the Deans to complete those within the next week or two.

Dr. Bridgmon said 5 Dean candidates for Engineering and Applied Sciences would be on campus the next two weeks.

Dr. Austin reported Wyatt had turned over the CPGEs to her, and she was happy to meet with any program to update reviewed program learning outcomes.

Dr. Toms stated the COB was to receive a \$520,000 gift from Bob Norman, which would be used for permanent scholarships for juniors and seniors (\$500,000) and to fund a "Bob and Sandra Norman scholar" (\$20,000 - \$5,000/year). A COB student team won first place in a national GLOBUS business system competition. The student managed investment fund yielded a 20% rate of return, beating the S&P 500.

Ken asked everyone to confirm in AdAstra if reservations for the year were made before AdAstra came online (December); somethings were missing.

Dr. Woods reported, on the guest travel policy, state travel credit cards can only be used for full-time employees. He stated ATU was approved to host a Fulbright Scholar-In-Residence, pending congressional approval for funding. He reported NSE would be on campus Thursday to discuss study away. He stated there is a potential donor for some land in Yell County (in the middle of a tree farm) if anyone knew of a need.

Dr. Abdelrahman asked for ideas on what to call the revamped STEM program (previously the STEM Institute). The physical building will be called the "STEM Center" so Dr. Bowen wanted to call the program something else.

Upcoming Deadlines and Events:

January 18: Three goals due to Dr. Abdelrahman (for Direct Reports)

January 26: Names for Technology Intensive Designation committee due to Jana jcrouch4@atu.edu

January 26: Newsletter submissions due to Sara sbailey19@atu.edu

February 5: Academic Accomplishment submissions open online

Before 18-19 Budget – Deans develop model for adjunct fund allocation