

**Academic Affairs**

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[www.atu.edu/academics](http://www.atu.edu/academics)

Deans' Council Agenda  
Rothwell 456  
Monday, March 13 at 3:00pm

- I. Ad Astra Update (Guest: Alison Ahlert)  
*Report: Alison will be doing a detailed room inventory, including capacity, technology and square footage for implementing AdAstra. Plan is to recheck twice per year. The Events Office will begin using AdAstra for scheduling in August 2017, and departments will be able to begin using it to optimize the class schedule for Spring 2018.*
- II. Continuation: Setting course schedule one year at a time  
*Report: Tammy is able to roll the schedule (spring to spring; fall to fall) and maintain catalog updates (course titles, prerequisites, fees, etc.). Only full-term classes can be rolled (open learning and condensed courses would have to be manually added). Wyatt mentioned possibility to create a "dummy term" to roll to potentially reduce edits to the schedule.*  
**Action: Tammy to report back after discussing with Academic Council on April 4<sup>th</sup>.**
- III. Continuation: Report on DegreeWorks  
*Report: Tammy provided a list, showing the [number of users running audits in DegreeWorks](#). Professional Studies is piloting fully paperless degree audits.*
- IV. Continuation: Plan for identifying and contacting Associates eligible students  
*Report: From the 2014-15 cohort, 356 students are 100% complete toward Associates degrees; 162 are eligible for an AA, and 194 for an AGS. Many are "missing" TECH 1001 or CSP 1013, but have completed a substitutable orientation course. Wyatt cautioned some of these students were no longer enrolled at Tech, and we would need to be aware of financial aid implications, if posting subsequent degrees.*  
**Actions:**
  - **Tammy will work with Dr. Woods to submit a cosmetic change for the AA, allowing the substitution of any orientation course.**
  - **Dr. Abdelrahman will reach out to Mr. Murders to discuss similar options for AGS.**

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- ***Tammy will send Dr. Abdelrahman the number of students at 97% completion that would be 100% with the orientation course substitution.***
- ***Wyatt will send Dr. Abdelrahman projections for the impact to the graduation rate.***
- ***Tammy will email and mail students no longer enrolled, inviting them to opt in to earn the Associates degree.***
- ***Tammy will email and mail current students, congratulating them on earning an Associates degree, and allowing a window to opt out.***
- ***Wyatt will present a schedule for handling future cohorts at the next Deans' Council meeting.***

V. Schedule for contacting students

- a. Returning students not yet registered (Dr. Giroir)

***Action: Dr. Giroir will move forward with the [communication schedule](#), beginning in April 2017.***

- b. New admitted students not yet registered (Deans)

***Action: Shauna will continue to send batch lists of admitted students to the Deans for disbursement to the department, with the intent of having faculty make direct contact with admitted students prior to registration.***

VI. Roundtable

*Discussion: Dr. Giroir surveyed B2E mentors and 69% of the 108 that responded they were willing to contact admitted students prior to enrolling to build an early connection. She will be asking for volunteers from the existing B2E mentors, and will partner with Shauna to ensure a consistent message.*

*Upcoming Deadlines:*

*March 17 – Summer and fall textbook adoptions due*

*March 17 – Changes to cognate/embedded programs and plans for non-viable programs due (email [dunderwood@atu.edu](mailto:dunderwood@atu.edu))*

*March 23 – Justification for non-standard class times (email to [pchronister@atu.edu](mailto:pchronister@atu.edu))*

*April 3 – Faculty retirement plaque verbiage due (email to [sbailey19@atu.edu](mailto:sbailey19@atu.edu))*

*April 15 – Annual faculty evaluations and third year reviews due (send to Andrea)*

*April 28 – Updated faculty vitas due to Academic Affairs (request flash drive from Andrea)*

*July 6-7 – Deans' Retreat at Lake Point Event Center*