

Deans' Council  
Rothwell 456  
Monday, March 27 at 3:00pm

- I. Advisor relationships in Banner  
*Discussion: Previously, departments were not allowed to create faculty advisor assignments in Banner, other than B2E, for students in the Advising Center. At the January retreat, departments were given permission to assign faculty to freshmen and sophomores to build early connection, but AAC was not informed and ended any such relationships in Banner.*  
**Action: Tammy and Wyatt will create a Banner designation "Faculty Mentor" to be used by the departments for this purpose. Dr. Underwood will take to Academic Council to inform Department Heads.**
- II. Cancelling classes
  - a. Communication
  - b. Timing*Discussion: Deans/DHs ensure instructors (particularly adjuncts) are informed when a class will be cancelled, prior to the communication to the students. DHs should also monitor low enrolled classes (particularly mid-term or off schedule) and communicate with Academic Affairs accordingly, for pay and FTE implications.*  
**Action: Dr. Underwood will take to Academic Council to inform Department Heads. Deans to consider - How can we incentivize the DHs to more closely monitor their own sections/schedules?**
- III. Winter intersession
  - a. Scheduling (Dr. Norton)  
**Action: Deans to let Dr. Norton know of any appropriate courses with willing instructors to be taught during the winter intersession.**  
*Discussion: Tammy cautioned if face to face classes are offered during this period, other areas would need to be involved (Public Safety, Facilities Management, Student Accounts, Residence Life, etc).*
  - b. Load credit/payment guidelines (Pat)  
*Discussion: Winter intersession courses count toward spring load or spring overload (not fall). May intersession courses will be treated like summer.*
- IV. Lab manual royalties (Dr. Robertson)  
*Discussion: Barnes and Noble was apparently not aware of our textbook royalty*

policy and had sent a faculty member a form for royalties and a W-9; B&N also has a contract with a printing company that they want to use to produce the lab manuals, increasing the cost to the student.

**Action: Academic Affairs will investigate the law regarding textbook royalties, to see if law allows for expansion within existing policy to include non-lab course materials (i.e., English textbook) and still be compliant.**

- V. Schedule for identifying Associate eligible students in future cohorts (Wyatt)  
**Action: After grades are submitted each term, IR will look at the freshman cohort from three years prior for students eligible for associate degrees.**
- VI. Coordination of 2+2 efforts  
*Discussion: Attempt to avoid duplication; consider establishing a basic “white paper” for 2+2 agreements to come through Deans’ Council for review. Registrar’s Office needs to review drafted MOU before signed by either campus.*
- VII. Update: Departmental flags at graduation (Tammy)  
*Discussion: Flags won’t be available until August. Flags will be 3x3 with 4in lettering, \$120 plus tax. EC to discuss on 3/29.*  
**Action: Tammy take to Academic Council to inform Department Heads.**
- VIII. Reminder: VPAA approval for external reviewers  
*Discussion: VPAA needs to approve external reviewers; send Dr. Abdelrahman who they are, where they are from, their credentials. Reviewers should come from schools/programs we aspire to.*
- IX. Roundtable

Dr. Woods - Advising Kit will be sent to faculty this week.

Shauna – Arkansas Futures Grant (replacing Go Grant) available for STEM associate degrees; becomes loan program if student doesn’t graduate and meet requirements.

Arkansas Challenge Scholarship beginning fall 2017 will no longer allow eligible concurrent high school students from entering at sophomore scholarship rate, but will allow remaining funds to go toward graduate school, if student graduates in less than 4 years.

Tammy – In DegreeWorks, some definitions have changed; a substitution in DegreeWorks we might have previously considered a waiver; a waiver in DegreeWorks indicates a course/credit hours are not required for completion.

Dr. Norton – eTech certification program will offer a summer cohort.

Discussions for later/upcoming meetings:

-Course schedule one year at a time (Tammy to report back after Academic Council on April 4<sup>th</sup>)

-Metamajors (from Academic Council)

Upcoming Deadlines and Events:

March 27 – Summer and fall textbook adoptions due

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, including department head teaching evaluations (send to Andrea)

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

May 10 – Faculty Recognition ceremony/reception and President/VPAA address

May 11 – Faculty Professional Development

July 1 – Department head administrative evaluations due (send to Andrea)

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

