

**Academic Affairs**

Administration Room 200  
1509 North Boulder Avenue  
Russellville, Arkansas 72801

Office: 479-968-0319  
Fax: 479-968-0644  
[www.atu.edu/academics](http://www.atu.edu/academics)

Deans' Council Agenda  
Tuesday, April 3 at 1:00pm  
Rothwell 456

- I. Special scholarships (Dr. Powell)  
*Discussion: Dr. Powell and Dr. Warnick visited Hendrix University to better understand their Distinguished Scholarship Program. The idea is to target specific scholarships, primarily post-graduate, for our students. There would be coordinators who track students from their freshmen year on. Dr. Powell believes Tech has the students capable of obtaining these scholarships. Once faculty mentors are trained in the application process, the faculty mentor will help guide the students through the process. Dr. Warnick has asked Dr. Julie Mikles-Schluterman to take the lead on this project and she has agreed to do so. She will be attending the National Association of Scholarship Advisors conference over the summer and develop a three year plan for the program to implement this fall.*
- II. Student travel (Dr. Robertson)  
*Dr. John Jackson was the appointed representative for Dr. Robertson. Dr. Jackson expressed the College of Natural and Health Sciences has a lot of student travel, and recent changes to internal travel policies have increased the cost for the department and decreased the pool of qualified drivers. Purchasing has been in talks with Risk Management with the State of Arkansas and their policy is as follows: All drivers must be paid employees of the university and be a minimum age of 18 years old. This policy is less restrictive than the ATU policy which requires for drivers to be 21 years old and have a maximum of two passengers. **Action: Dr. Bridgmon take issue to EC and Legal Counsel to express concerns and to address flexibility. Will report back.***
- III. Change to 80% refund date  
*Pat said the 80% drop date will be moved from the 25<sup>th</sup> class day to the 11<sup>th</sup> class day beginning Fall 2018. The catalog and calendars have been updated **Action: A notification will be sent out about the change.***

Upcoming Deadlines and Events:

April 16: Faculty evaluation summaries, college/department averages, and third year reviews (email [aeubanks3@atu.edu](mailto:aeubanks3@atu.edu))

April 26: Friday night graduation names due (email [aeubanks3@atu.edu](mailto:aeubanks3@atu.edu))

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

Mid-June: Strategic Plan update due (plans for 2018-19) (email [sbailey19@atu.edu](mailto:sbailey19@atu.edu))

IV. Deans' Retreat format

*Dean's Retreat will take place June 21-22, 2018 at Lake Point Conference Center.*

V. Strategic plan updates

*Jana reported the original due date of May 1<sup>st</sup> has been corrected, by Dr. Gunter, to the end of June. Dr. Toms and Ken Wester mentioned there was an updated format for collecting updates from their meeting with Dr. Gunter, and that would be shared once it was finalized.*

***Action: Jana will get a copy of the updated format from Dr. Gunter to distribute.***

VI. Travel workshop for college/department Admins

*Pat reported Sara Bailey has put together a presentation regarding Academic Affairs travel requests and Application Travel for the department and dean admins. With some recent turnover, it would be helpful for everyone to be on the same page. Dr. Woods suggested Sara and Cindy Pratt, Travel Services, coordinate their trainings to take place on the same day.*

***Action: Pat will have Sara schedule the presentation over the summer to include all department and dean admins.***

VII. Roundtable

*Ken Wester reported OIS was continuing to address Blackboard issues with the company.*

*Dr. Jenkins distributed a copy of her email regarding [flexibility of Honors courses](#). Students would enter into a contract that would require them to complete 20 hours of additional course work. She mentioned this has been successful for Nursing students.*

*Dr. Toms announced 75 students will be on campus Friday, April 6<sup>th</sup> to participate in the High School Business Challenge Finals. Jamie Sorrells will be the guest for the Distinguished Speaker Lecture Series Wednesday, April 11<sup>th</sup> from 11:30 am – 1 pm.*

*Dr. Woods asked the group how other colleges and/or departments handled awards for junior faculty. Deans discussed awards at the college level available to untenured faculty or instructors. Dr. Woods expressed a desire to create a teaching award at the college level for junior faculty members and maybe that could grow to the university level.*

*Dr. Warnick announced the CETL and AH have partnered for a promotion and tenure workshop on Monday, April 9<sup>th</sup> in RPL 300S from 3 – 5 pm. The first hour*

*will consist of successful portfolios on display and 4 – 5 pm will allow for a Q and A session with Dr. Woods and Dr. Huss. An announcement will be sent out today and a reminder Friday afternoon.*

*Mr. Etzel reminded the group about the lecture by Laura Johnston-Kohl, a Jonestown Survivor, which will be Thursday, April 5<sup>th</sup> in RPL 300. Refreshments will begin at 5:30 pm and the lecture will begin at 6 pm.*

*Pat is working on the budget and will be contacting the deans periodically with questions. The budget should be available for review next week.*