



Deans' Council Agenda
Academic Affairs
Monday, June 19 at 3:00pm
Rothwell 308

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

Office: 479-968-0319
Fax: 479-968-0644
www.atu.edu/academics

- I. Deans' Retreat (format and discussions)
Discussion: Retreat discussions should be broad, will include:
 - a. Strategic plan
 - i. Hires/Programs (white papers)
 - ii. Graduate programs (Dr. Gunter's update)
 - iii. Innovative ideas
 - iv. HLC Visit
 - b. Enrollment
 - i. Scholarship renewal requirements (with dept heads)
 - c. SAM definitions (with dept heads)

Action: Let Jana know this week of any agenda items to add and/or anyone to invite to Friday of the retreat (ie program directors) that aren't already on Deans' Council/Academic Council.
- II. [Program review](#) (Dr. Austin)
Discussion: Dr. Austin provided the progress to date on the internal program review schedule/process.
- III. [Rising sophomore efforts/engagement](#) (Dr. Giroir)
Discussion: Dr. Bowen sent registered sophomores an email encouraging them to return in the fall. Next step is to send follow up message from department heads in July (Dr. Warnick will work with them). Ms. Donnell is contacting stop-out students, currently 25% down (freshmen and transfers are caught up).

Dr. Abdelrahman announced students in good academic standing with 12 or more earned hours that owe less than \$2,000 on their student account would have the registration hold lifted until July 15th.

Action: Ms. Donnell to follow up on how this is being communicated to students.
- IV. [Adjunct pool advertisement](#)
Discussion: The link to adjunct opportunities on the HR website is not prominent and difficult to find. The HR application form does not capture the information needed to screen adjuncts (doesn't allow attachments).

Action: Dr. Woods and Jana to develop a website housed in Academic Affairs to continually advertise and accept resumes for available adjunct pools.

- V. Testing services/exam proctoring
Discussion: Testing Center can't accommodate proctoring for faculty exams – it is meant for providing test environment for students with disabilities and standardized tests such as Accuplacer. Mr. Wester mentioned challenges in providing proctored exams for certification on campus (ie Cisco, Microsoft) due to the requirements for proctors, etc. Dr. Woods suggested having a pool of temporary qualified workers for proctoring, but also for admin positions, etc.
Action: Mr. Wester and Dr. Massengale will research requirements/opportunities for a center to meet these needs.

- VI. Strategic Plan progress and achievements
Action: Send strategic plan progress/achievements to Jana by July 5th.

- VII. Roundtable
Deans meeting on Monday, July 3 is cancelled.

Action: Send Dr. Abdelrahman suggestions for a VPAA Advisory Committee; external members representing industry (1-2 from each college) by Friday, August 18. Goal of committee is to advise on big ideas and new programs.

*Dr. Woods - David Krueger passed away over the weekend.
Band camps are on going.*

Dr. Warnick added the Deans to the adjunct academy course in BlackBoard, and asked for feedback by the retreat.

Dr. Buford – PLTW is going well and exceeded last year's registration. CASE Institution for Agri Education is also on going.

Ms. Weaver – launched Parchment, issued over 600 PDF transcripts since graduation. Saving \$2 per transcript by not having to mail.

Mr. Etzel asked for suggestions for Library resources that could be purchased with the new fee revenue.

Dr. Jenkins asked for the course information for college distinction credit for all colleges. Action: Dr. Woods will send information/link to website.

Ms. Donnell – working on application interface with entire programming staff involved.

Reminder - freshmen scholarship renewal requirements have changed

(<http://www.atu.edu/scholarships/renewal.php>)

Summer earn back – 121 students eligible to enroll to earn back lost scholarship, 55 enrolled (38 student increase over projected).

Mr. Wester - Barnes&Noble want the B&N Bookstore link in BlackBoard, for both faculty and students use. OIS has concerns (see [PowerPoint](#) for more information).

Action: Mr. Wester will check with Ms. Holloway and Ms. Hinkle about B&N's contract, and what the requirements are.

Upcoming Deadlines and Events:

June 23 – Retreat agenda items and/or program directors to invite (send to Jana)

July 3 – Department head administrative evaluations due (send to Andrea)

July 3 – All third year reviews and/or agreements on past due reviews signed and copies submitted to AA (Andrea)

July 5 – Strategic plan progress/achievements to date (send to Jana)

July 6 – Feedback on adjunct academy in BlackBoard (send to Dr. Warnick)

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

Early August – Progress on website updates to be reported to EC

August 18 – Recommendations for VPAA Advisory Committee (send to Dr. Abdelrahman/Jana)