



Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

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

Deans' Council Agenda
Academic Affairs
Monday, August 14 at 3:00pm
Rothwell 208

- I. Dr. Keegan Nichols, VP for Student Services
Discussion: Dr. Nichols introduced herself and gave her cell phone number: 479-970-4352.
- II. OIS Security access training (Chris Moss)
Discussion: Chris Moss from OIS stated that employees should not share their IDs and passwords; if they do, they should immediately change their passwords once the task is complete. He stated that position security is linked to the supervisor tab in OneTech and access is tied to the specific position. He asked that once or twice per year the supervisor certify the access assigned to positions they oversee. This electronic certification will be provided to auditors as proof that auditing of positions is occurring.
Action: Dr. Abdelrahman asked that the policy be changed that employees never share their passwords with anyone.
- III. [General Education report](#) (Dr. Austin)
Discussion: Dr. Austin distributed copies of her report and stated that her office would be sending out reminders to faculty teaching general education classes to do the CPGE entries. This data can be entered in self service.
- IV. Curriculum checklist update (Tammy)
Discussion: Tammy stated that in instances where the curriculum proposal will also go to ADHE, she will accept the ADHE forms instead of the old curriculum forms. A cover page for signatures will be all that is additionally required in those circumstances.

Upcoming Deadlines and Events:

Early August – Progress on website updates to be reported to EC
August 14-15 – New Faculty Orientation
August 16 – General Faculty Meeting
August 22 – Freshman Convocation and College Meetings with Freshmen
August 22 – President's Communication Committee

- a. Technology needs on program proposals (Ken Wester)
Discussion: Ken stated that OIS needs to know if new programs require technology. Dr. Abdelrahman noted that a marketing plan is also needed.
Action: Add technology needs to white paper requirements.

V. Status update, Plans, and Role of Deans in:

- a. Online withdrawal process (Tammy)
Discussion: Tammy distributed a copy of the form that students who come to the Registrar's Office to withdraw will use. She noted that if a student indicates that one reason they are withdrawing is due to wellness or safety issues, the student will be reported to the CARE Team. Survey results on the written forms are already being collected. The online withdrawal process should be launched no later than midterm.
- b. DegreeWorks (Tammy)
Discussion: Tammy stated that for this system to work, faculty must submit substitution forms for transfer students.
- c. Minors to certificates (Tammy)
Discussion: Tammy stated that she had sent the ADHE forms and instructions to the deans this morning on creation of certificates.
- d. AdAstra (Tammy/Pat)
Discussion: AdAstra will not be up and running in time to actually schedule spring 2018 classes but will be used for data analytics after classes are scheduled.
- e. Utilization of Rothwell and Brown (Pat)
Discussion: Distributed updated classroom usage spreadsheets for Brown and Rothwell Hall.
Action: Dr. Abdelrahman asked the deans to see if any additional courses could be scheduled in these buildings for fall.
- f. ADVISE (Ken/Dr. Warnick)
Discussion: Dr. Warnick stated that the ADVISE software only came with 50 licenses. It would cost \$25,000 for 300 more. On Wednesday, training for the department heads and selected faculty will take place.

VI. Student Success

- a. Support needed from Dean's Council (Dr. Warnick)
Discussion: Dr. Warnick discussed various student success initiatives taking place over this coming year. He asked if an Exploring Majors Fair should be held for undeclared students. After discussion, it was decided to strongly encourage those students to attend Open House.

Dr. Warnick stated that the Tutoring Center is going to go for accreditation and he asked for their support.

Dr. Warnick stated that academic coaching has been heavily underutilized and noted that 2/3 of conditionally admitted students lived on campus.

Dr. Warnick noted that supplemental instruction works but is expensive. In order to increase this effort, cost sharing may need to occur with departments.

Dr. Warnick also noted that COMPASS Compact will get underway this fall for spring classes.

VII. Roundtable