



**Academic Affairs**

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

Deans' Council Agenda  
Academic Affairs  
Tuesday, September 5 at 1:00pm  
Rothwell 456

- I. Student tracking program (Sankey diagram)  
*Discussion: Demonstration of new student tracking program in a Sankey diagram visual format. Will be available to faculty in the next week or so in the Faculty tab of OneTech.*
- II. Recruiting from community colleges (Shauna)  
*Discussion: Difficult recruiting at community colleges with open visits – no one shows up. Idea is for departments to reach out to related programs at community colleges and ask for ATU faculty to go speak in their classrooms (captive audiences); "Community College Lecture Series".*  
***Action: Deans send Shauna ([sdonnell@atu.edu](mailto:sdonnell@atu.edu)) five (5) presentation topics with associated faculty members willing to present by Friday, September 15. Shauna will compile and email list to CAOs of the 22 community colleges in AR and include which Dean to contact for each topic. Deans should let Shauna known when they are contacted directly, to keep her in the loop for admissions/recruiting. Shauna will provide packet to the presenting faculty member to handout/collect after presentation.***
- III. Academic policy review  
*Discussion: Board of Trustees asked that we review all policies for relevancy, accuracy, etc. Dr. Abdelrahman wants Academic Affairs to become a repository for all academic, board approved policies. Ken worked with Michael Stoker to comb the website for listed policies, posted at [www.atu.edu/policies](http://www.atu.edu/policies); good place for everyone to start. Discussion of what constitutes a policy; many things are called policies that did not go to Board (if not a "policy", hard to enforce).*  
***Action: Review all policies and send copies to Academic Affairs ([academicaffairs@atu.edu](mailto:academicaffairs@atu.edu)) by Monday, October 2. Dr. Abdelrahman to clarify definition of policy with Thomas.***

- IV. DegreeWorks training ideas  
*Discussion: Faculty Senate suggested more trainings for faculty on tools such as DegreeWorks in order to encourage use. Dr. Woods' advising course includes 8-minute video on DegreeWorks; course will be sent to New Faculty Academy in early October.*  
**Action: Dr. Abdelrahman asked, before registration and advising begins for spring, the faculty be directed to the Registrar's training manual on DegreeWorks and encouraged to review:**  
[www.atu.edu/registrar/degreeworks.php](http://www.atu.edu/registrar/degreeworks.php)
- V. Strategic plan updates  
*Discussion: Jana to email request monthly (or more frequently) for updates on strategic plan progress.*
- VI. Coordination of 2+2 efforts  
*Discussion: Need centralized effort/repository for existing MOUs and current efforts/conversations by different colleges/departments, to prevent duplication. Dr. Abdelrahman specified the parent or "umbrella" agreements should be done at the VP level, but the program specific addenda should be program to program. Outreach at department/college level shouldn't be done on behalf of the university; that will come from Academic Affairs. Mr. Murders pointed out some community colleges may not have department heads and Deans, so the CAO may be the best contact.*  
**Action: Jana to add content to internal website**  
**(<https://www.atu.edu/academics/protected/>) for MOU repository, templates, as well as listing current, ongoing efforts.**
- VII. Late travel requests  
**Action: Send travel requests for VPAA approval at least one month prior to travel dates.**
- VIII. Weekly meetings  
*Discussion: If you do not have discussion items for the weekly meeting, call Sara; if Dr. Abdelrahman also has no business, then the meeting can be cancelled.*
- IX. Evening classes  
*Discussion: Dr. Bowen wanted more evening classes to be offered; Deans indicated with the increase in online availability, many evening sections no longer make.*
- X. Library resources  
*Discussion: Dr. Abdelrahman mentioned possibly buying textbooks to be available in Library for students who can't afford them (~2 books for each freshman class, available to be checked out a few hours at a time). Dr. Norton reported working*

toward going textbook free in the BAS, and moving PS toward open educational resources. Dr. Warnick and Dr. Norton are meeting with SPUI to see what funding opportunities might be available.

XI. Roundtable

Dr. Woods distributed a [study away proposal](#) from Ms. Gaby Haulmark. Academic Affairs will pay the one-time application fee and annual membership fee to the National Student Exchange. Dr. Woods can pay up to half of the cost to send Ms. Haulmark to their conference once per year, but requested the Deans split the remaining cost since this will benefit all of the colleges. Dr. Woods estimates \$2,000/year for the conference and travel (\$1,000 paid by AH; ~\$200 paid by remaining colleges). No objections from the Deans.

Dr. Robertson requested to discuss at the next meeting requisition approval limits and faculty contract decision date (void date) for fall return. Faculty have waited until the void date to inform department they were leaving, putting department in a bind.

**Action: Jana to confirm with Ms. Hinkle the requisition approval amounts that were approved, and check on status of online requisition approval workflow.**

Tammy reported current December commencement numbers by college, based on the degree audits on file:

10 am ceremony: AH 114, BUS 48, COE 15, eTech 85 (262 total)

2 pm ceremony: EAS 104, NHS 113, Assoc 35 (252 total)

If either ceremony grows to 350, will need a 3<sup>rd</sup> ceremony. Will wait to award associate degrees from 2015-16 cohort until August 2018.

Shauna asked for CPs that could be awarded to concurrent students (possibly Spanish or Technical Writing).

Upcoming Deadlines and Events:

September 15 – Presentation topics and faculty names due to Shauna (recruiting at community colleges) ([sdonnell@atu.edu](mailto:sdonnell@atu.edu))

October 2 – Academic policies due ([academicaffairs@atu.edu](mailto:academicaffairs@atu.edu))

October 11 – Adjunct Academy completion due (for all adjuncts and teaching staff)

