

Notes  
Dean's Council  
1:00 pm, September 19, 2017  
Rothwell 456

1. Spring enrollment

Dr. Abdelrahman told the council that Dr. Bowen had asked him to find ways to increase enrollment for the spring semester. He asked the council if they thought we were doing all we could to accomplish that. The council discussed that the RN-BSN took applications twice a year and maybe could do three instead of two. They then discussed that this would require more faculty and students. Dr. Robertson thought they would have the students. Dr. Abdelrahman wanted to know if there were any other programs that could be expanded. Dr. Norton thought the BAS program could expand. She told the council that Dr. Abdelrahman had gotten \$25,000 worth of scholarships approved through Executive Council for the BAS program. The students must be new students and taking nine or more credit hours. The scholarships will be \$1,000 per student, so it won't pay for all of their tuition, but will help a lot. She said if they got more than 25 students, she thought Dr. Abdelrahman could get more funds. Shauna wanted to know if these scholarships would be available for our Ozark campus students that have received their AAS there and then come to the Russellville campus for the BAS. Dr. Norton said they would be available to them. Since you have to have an AAS to go in to the BAS, they would qualify. Dr. Abdelrahman commented that the scholarships are meant for new students, but we would need to be flexible. Dr. Abdelrahman said we need to be reaching out to community colleges. Dr. Norton said they have visited 14 different universities so far.

Dr. Abdelrahman said another program that had been successful was the ESL Academy. He asked Dr. Woods to speak about that. Dr. Woods said that the ESL Academy drew 70 students and that they had targeted these students to get them to continue on for a master's degree. They offered them scholarships and got 18 students to go on for the masters. Dr. Abdelrahman said we need more ideas like this.

Dr. Abdelrahman asked Shauna about transfer students. She said she hasn't received the information from everyone yet, but Dr. Massengale is going out to recruit. Dr. Abdelrahman thought right now would be a good time to advertise our EAM program with all the hurricanes and such going on. Wyatt said that he had spoken to the Registrar at UACCM and that they are interested in 2+2 agreements with Tech. Dr. Massengale said he has a meeting set up with them. Dr. Robertson asked if they would please send those agreements around when they are completed.

2. Low enrollment classes

The council discussed how best to address these classes and thought these decisions are complex and that each way you look at it is unfair in their own ways, so they didn't know how to be fair to everyone. Dr. Robertson thought they should be looking at the classes with low enrollment holistically, instead of individually, by using the 11<sup>th</sup> class day enrollment and other measures. Dr. Abdelrahman asked them to look at the history of classes. The council then discussed how they could get access to the data in order to do that. Wyatt told them he maintained the data and they just needed to request that from his office. He said that ADHE is developing a new system that will be easier once it is ready. The council asked if

they could have enrollment data for the last five years 11<sup>th</sup> class day, organized by college and department. Tammy Weaver said she could get that for them and would put it on her iDrive (she emailed this to the council on 9/21/17). They discussed that they also needed other ways besides enrollment to measure. They discussed that all colleges have some courses they have to support and they need to turn the ones that are having the low enrollments around somehow. Dr. Woods commented that sometimes the small classes have the same teachers as some of the big classes, so it doesn't really cost that much more to run them. He worried that we are using simple solutions to address a very complex problem and thought we need a baseline for a few years. He thought this could also be informative for curriculum proposal process. Dr. Abdelrahman reminded the council that he is on their side and that we are making progress. He asked Dr. Robertson who was on the sub-committee to look at this. Dr. Robertson said all the deans are on it and that he is going to get the department heads also. Dr. Abdelrahman asked for a timeline and Dr. Woods said that they have the outline and he was going to be getting with the Academic Council.

3. Program reviews

Dr. Austin reported there are 13 associate programs in various stages of review at this time. She will have to determine where she needs help with these. She has four programs identified for the next cohort of programs, but has room for more. She said she has been working with Robin Lasey to get baseline data for their program.

Dr. Woods said all of the programs in Art are now Bachelors of Art and the accrediting body says they are not "Liberal Arts" enough, so they are going to change the Graphic Design and some of the other programs to a Bachelor of Fine Arts. They will keep the Fine Arts as a Bachelor of Arts. He signed the Curriculum Change form this week and it should go to the Curriculum Committee in October, Faculty Senate in November and to the January Coordination Board meeting. He thought most students will be okay with this change.

4. Remedial math

Dr. Abdelrahman said it has been a big change having the remedial math as a co-requisite and he would like everyone to help support them. Dr. Robertson said they are coming up on the first tests within the next couple of weeks. Dr. Abdelrahman asked Dr. Robertson if he thought they needed to work with tutoring, but Dr. Robertson felt like they just needed to get them to come to class first. Dr. Warnick told the council that his office is going to be working with the math faculty next week and will be having an appreciation luncheon for them on Monday.

5. Assigning same books for different sections of courses

Mr. Etzel spoke to the council about meeting the needs of the economically challenged students by having books for the General Education courses available for them to check out. He said the library allots approximately \$6 per student. He suggested that some courses could collaborate on books. He said the Trio program has books that can be used by their students, but you have to be in the Trio program to use these. Mr. Etzel said they are going to try and set some money aside to purchase these books. The council thought that even if the library could start with books for math and English, that would help. Mr. Etzel distributed [two handouts](#). The first one was of the library's database subscriptions with their cost/use analysis. He said they had to cut some databases because of cost and lack of use. The second was the periodical subscriptions with their cost/use analysis. He asked the council to look these over and let him know if all of these are still needed. He realizes that some of them are needed for accreditation. Dr. Abdelrahman asked the council to take these back to talk to their faculty about them. Dr. Robertson asked Mr. Etzel to send them a

list of these by title for the faculty to look at. Mr. Etzel also told the council that Angela Black spoke to the Interdisciplinary Research Council on Friday to discuss research journal metrics and usage of the Web of Science research database.

6. Roundtable

- a. Dr. Warnick announced that the Tutoring Center has more than doubled their student visits this year. At this time last year, they had had 342 visits and this year they have had 739. Dr. Woods said they need tutoring for Music Theory as this is a “killer” course. Dr. Warnick said they can work with those students. They had actually already worked with one student for this class. Dr. Warnick told the council if they had any other “killer” courses like this, to let him know and they could work with them. Dr. Abdelrahman asked if they provided peer mentoring and Dr. Warnick said that they do have that.
- b. Dr. Robertson brought a copy of the Non-State Employee Reimbursement form and wanted to know why this had to be signed by the Dean or Vice President and couldn’t be signed by the direct supervisor. Dr. Abdelrahman took the form and said he would look in to it.
- c. Dr. Buford told the council they were having a Computer Science Education Leadership Summit on October 12<sup>th</sup> in Doc Bryan and Rothwell and having a Fall Agriculture Business Conference on October 13<sup>th</sup> in the Doc Bryan Lecture Hall.
- d. Mr. Etzel said they were doing a fall series on WWI in the library and that the next presentation in the series would be next Thursday. He thanked Dr. Jan Jenkins for being the presenter of that one.
- e. Dr. Bean said that October 5<sup>th</sup>, they would have 1,500 students competing in the High School Business Challenge.
- f. Dr. Jenkins reported that faculty and department heads have been visiting the Honors Seminars scheduled through October. She reminded the council that sophomore Honors students are required to do volunteer work and asked that they let her know if they have anything they need help with that the students could do.
- g. Shauna Donnell said that Tech Open House would be October 5<sup>th</sup> and that it has been moved to Tucker Coliseum. This is the same day as Homecoming.
- h. Tammy Weaver said they are in the middle of Ad Astra scheduling and they need to work with Deans to see which labs and specialized classes cannot be moved. She will have to put an attribute on them in the system and they can be done by hand. She said they will be optimizing the larger classes first and moving on to the smaller classes. Dr. Woods wanted to know if the classes with lots of sections would be able to have a classroom specific to them. Tammy said if they can find a way to do that with the software. Tammy said she and Alison would be sending out emails on this.

7. Adjourn 2:18