



Academic Affairs

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Deans' Council Agenda
Tuesday, November 7 at 1:30pm
Rothwell 456

- I. Low enrollment module
Discussion: Module can be used to see low enrolled classes, history of course, classification of students enrolled, etc. Module will be available for Ozark courses as well.
Action: Demo delayed until next Deans meeting.
- II. Attendance module/policy
Discussion: Tammy had discussed the attendance policy with Dr. Jon Clements, Faculty Senate Chair. She said they are looking at a new designation for students who have legally attended for financial aid purposes, but have not received instruction (a grade/designation that will not count in the faculty member's DFWI rate – FEs count toward DFWI rate). Members discussed the need for policies to be clearly defined in the syllabus.
Action: Tammy to bring back to Deans' Council after the next Faculty Senate meeting.
- III. Grading for first summer session
Discussion: Now that summer is one term, grades for the first summer session are not officially posted until the end of the summer term in August. This can cause issues for students taking classes both summer sessions that are prerequisites, or students who may need to repeat the first summer session course in the second session, if unsuccessful.
Action: Ken to look into options in Banner and bring back to Deans' Council.
- IV. Updates on strategic plan
Discussion: Continue sending updates to AA on strategic plan progress, so Dr. Abdelrahman is prepared to report to Executive Council.
Action: Jana will send "[cheat sheet](#)" to accompany full spreadsheet when requesting updates.

- V. Plans for new undergraduate/graduate programs
Discussion: Dr. Toms is planning to split Management/Marketing degree into a Management degree with three tracks (Human Resource Management, Entrepreneurial Management, and Business [General] Management) and a Marketing degree with two tracks (Digital Marketing and [General] Marketing Strategy). She is also adding an advanced certificate in Human Resource Management and an Associate of Science in Business (milestone degree, not intended to be transferrable). Business is looking at allowing emphasis areas in MBA. Dr. Robertson is looking at Environmental Science (graduate), Chemistry (graduate), and Statistics (undergraduate and graduate). Dr. Woods reported the Criminal Justice proposal goes to ADHE in January, and the college was pursuing program changes to Art (BFAs) and Rehab Science. He has asked his department heads to consider graduate degrees that don't lead directly to K-12 or higher education, as many existing graduate programs at ATU do. He is looking at the MS in Technology Innovation offered by the University of Washington, prepping graduates to work for Google/tech companies. Degree would be interdisciplinary. Ideas for interdisciplinary degrees included music business, community development/non-profit/social entrepreneurship (e.g., sociology, agriculture, business). Dr. Gunter reported the College of Education was looking at opportunities for graduate certificates for programs of study (principal, curriculum, and superintendent) and looking at a Master of Education in Alternative Teaching. Dr. Buford said there were discussions about Engineering Technology and the college faculty were interested in sustainability. Dr. Abdelrahman asked her to check on the MS in EE and ME, and look into a Computer Engineering graduate degree.
Action: Dr. Abdelrahman asked the Deans to consider options for repurposing MSBA, with minimal competition with the MBA.
- VI. Roundtable
Ken said he is collecting information on technology items for the 18-19 budget, and collecting cost containment information. He said he would be presenting to the prioritization committee a proposal to go to the SAS model in Blackboard.
Dr. Aulgur said there were opportunities for applied science tracks that would serve students who would otherwise not be interested in a four-year degree (EAM, Agri Technology, etc.).
Dr. Gunter reported she is collecting proposals for new fees or increases to existing fees, which should go from the VP to the subcommittee by December 4. She is working with MARCOMM on a [marketing plan for graduate education](#).
Action: Deans provide feedback before Dr. Gunter's next meeting with MARCOMM on Tuesday, November 14.

Dr. Woods distributed the [evaluation instrument for advising](#) drafted by Dr. Erin Clair, to go to Faculty Senate. He also reported the advising course had been rolled out to the new faculty academy, and he was willing to make it available to all faculty and staff. The group agreed to roll out to everyone.

Dr. Woods also distributed an internal [MOU with MARCOMM](#), to address MARCOMM's role when departments/programs want to work with MARCOMM on course projects.

Dr. Robertson shared an issue that occurred this semester with preregistration; the earliest tier is 60+ hours, which allows eligible sophomores and juniors to register for single sections courses needed by graduating seniors, which fill up before all of the seniors have registered. Dr. Robertson wanted more tiers at the upper level, and Tammy thought this would require more advising days and a longer advising schedule.

Tammy announced the commencement ceremony and layout would be different; there will be a stage and the faculty will sit in front of the graduates.

Action: Deans need to send faculty absentias for graduation to Academic Affairs (Jana) earlier to ensure we have an accurate headcount for chairs and that we don't have rows of empty chairs.

Tammy said the [course withdrawal form survey \(page 2\)](#) had been questioned by the Faculty Senate. She said this had been 2 years in the making, and had been reviewed by Deans' Council and Executive Council before going live. She said the committee included reps from Student Services, Student Success, and Academics. Dr. Abdelrahman said in the future, committees looking at matters that impact faculty should include faculty representatives.

Upcoming Deadlines and Events:

November 28: Program proposals going to Board due to Pat no later than 11/28

November 30: Incomplete faculty personnel files to be completed in Academic Affairs

December 4: Requests from Deans to run low enrolled spring courses due to Pat (send to pchronister@atu.edu)

December 4: Proposals for new fees or changes to existing fees are due to Fee Committee (send to kwester@atu.edu)

December 4: Budget priorities due from Deans and Directors (send to jcrouch4@atu.edu)

December meeting: Curriculum communication on upcoming proposals

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