



Deans' Council
Tuesday, December 5 at 1:00pm
Rothwell 456

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. Scheduling for Spring

Discussion: Deans have been reviewing low enrolled course and sending summary to VPAA plan for how to proceed.

Action: Deans look at low enrolled courses and make a decision of how to proceed, then send summary to VPAA.

Dr. Bridgmon will organize a working group to look at what to do long term.

Action: Deans let Dr. Bridgmon know if interested in serving on working group looking at low enrollment/uncompensated sections. Working group will bring back report.

Dr. Abdelrahman reported the scheduling tool (low enrollment) was improving.

Dr. Woods reported some issues with crosslisted undergraduate and graduate courses. Dr. Robertson reported the graph showing declining enrollment can display roster, which includes major – can be useful in figuring out why enrollment is going down.

II. Reducing workload

Discussion: Easy to keep adding new initiatives, but when introducing something new, find something old to throw away. Usually there is something old that is no longer useful, but is still being done. Dr. Woods has had efficiency meetings to discuss what they no longer need to do. Wyatt stated as long as we're under the same system we're in now, someone has to mark each individual course for evaluation, and corrections are manual. If we evaluated every course, reducing many hours of labor in each academic department and in IR office.

Action: Everyone review areas for mundane tasks that may no longer be necessary/useful.

III. Technology intensive courses (follow-up)

Discussion: Dr. Woods has list of classes department heads have identified, then drafted definition based on list: "Course offerings in which the use or study of an advanced technological tool or process is a central student learning outcome (eg. proficiency in SPASS, proficiency in AUTOCAD, internet communication, film, history of technology, algorithms, ethics and genetics etc.)."

Action: Deans each bring their own brief definitions of technology intensive courses to the next Deans meeting.

IV. Attendance module/policy (follow-up)

Action: Tammy will attend the Faculty Senate meeting next week, conversation about turning off Blackboard module or new grade designation.

Discussion: The Blackboard module was intended for online classes, but when Blackboard shells began being provided for all courses, face to face faculty were having instances of students taking the online attendance module without ever showing up to class. Dr. Abdelrahman did not want to create a new grade designation for this issue.

V. Grading for first summer session (follow-up)

Discussion: Ken spoke with Carol and there may be a solution using a table in Banner to post grades after sessions, but within terms.

Action: Ken to report back on possible solutions within Banner for posting grades within a term.

VI. Roundtable

Discussion: Ideas for agenda items for the January retreat included reducing workloads, communication on curriculum proposals (including Ozark), and parameters/metrics for monitoring the health of a program that could be automated.

Action: Send broad agenda items for the retreat to Jana.

Dr. Robertson reported issues with students under 21 participating in study away opportunities with our travel regulations. Dr. Woods said most programs would have MOUs with individual universities, and the liability would switch once they were on the other campus. Will discuss further at future meeting.

Dr. Woods asked to discuss reimbursement of external reviewers, and investigate if they could be paid up front.

Dr. Woods asked if IRB members received formal training, and said he would look into it.

Dr. Bridgmon reported 9 Dean of Engineering and Applied Science candidates would have zoom interviews next week, with on campus interviews following in mid-January.

Dr. Abdelrahman reported posthumous degrees would be awarded for the first time at the December commencement. Tammy reminded the Deans, with the faculty seating being at the front of the students, an accurate faculty headcount would be important.

Upcoming Deadlines and Events:

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