

**Academic Affairs**

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Deans' Meeting  
Tuesday, May 8 at 1:00pm  
Academic Affairs

I. Incoming Calls University Working Group  
(Update)

*This working group was charged with eliminating some of the three 1-800 numbers used. The Deans previously agreed on option three as the best but the working group chose option one and will make their recommendation to EC. Feedback included: concern should be moving toward 24/7 and not just 8-5; this position would be strictly to answer phones; how feasible is this solution.*

II. Convocation

*Dr. Bridgmon stated that a consultant suggested a Sunday convocation service to include parent participation. There was shared concern regarding faculty participation; by creating two ceremonies, this would reduce the impact on the students; parents may not want to stay. Dr. Bridgmon indicated he would share the concerns with the President at their next meeting and noted convocation is evolving.*

III. Discontinue Advise

*Dr. Warnick informed the Deans the software was the wrong product at the wrong time for ATU. With the loss of the position of the person who was leading the program and doing the training, those trained did not indicate a need for the program, and the program did not live up to the expectations. This led to the discontinuation which was recommended by Dr. Warnick and Ken Wester.*

IV. eTech Course Development

*Dr. Norton indicated the process of creating an eTech course will not change. The*

Upcoming Deadlines and Events:

May 9: Professional Development and Faculty Recognition Doc Bryan Lecture Hall 1:30 pm

May 9: Recognition Reception Doc Bryan 242 3:00 pm

May 10: Professional Development Day Rothwell Hall 8:00-9:00 am breakfast; 9:00 am – 11:00 am Development Sessions

May 11: 7:00 pm Graduate Commencement

May 12: 10:00 am College of Business and College of Natural and Health Sciences; 2:00 pm College of Engineering and Applied Sciences and College of eTech; 6:00 pm College of Arts and Humanities, College of Education, and All Associate Degrees

May 15: May Session Load Spreadsheets Due ([pchronister@atu.edu](mailto:pchronister@atu.edu))

June 21 and 22: Dean's Retreat at Lake Point Conference Center

*form to develop a course can be found on the eTech website. The change will come from where the money is located. \$425,000 was divided among the colleges for the development and delivery of eTech courses and placed in the college's adjunct pool. The amount per college was determined by a three-year average. The Deans would like the money removed from the adjunct pool from within the college budget.*

***Action: pull back the development money from the adjunct money within the colleges and keep the eTech development funds separate. Dr. Bridgmon supports.***

V. Instructor Track/Visiting Appointments

*Starting with fiscal 19 contracts, for continuing non-tenure track faculty who have visiting in the title, unless otherwise noted, visiting will be removed. If there is a faculty member that the dean does not want to move into instructor track, Pat needs to be notified before contracts are generated. Visiting will now mean temporary, up to three years. Promotion and salary increments for instructor track positions need to be discussed before September 15.*

***Action: let Pat know who you do not want to transition into instructor track.***

VI. White Papers

*If there is something the group wants to discuss, needs to do so quickly because curriculum will be worked on. If anyone wants something on the agenda, just reach out to Academic Affairs.*

VII. Non-Work Study Time Approver

*Payroll has indicated only one approver will required on non-work study student timesheets. An email will be sent out later this month if a student has more than one approver so a single final approver can be identified.*

VIII. Newsletter Submissions

*Reminder where the submission page is and submissions need to be related to the Strategic Plan.*

IX. Roundtable

*Dean of Education search information has been sent out to all the deans.*

*STEM search is down to two candidates.*

*There is shared concern amongst the Deans regarding HR and the approval process of hiring and offering a position to a candidate. Scoring applicants can be cumbersome and needs to be entered multiple times with different scores. Some Deans have indicated they only share what is in Cornerstone about applicants when asked by HR. Dr. Bridgmon took note about the hiring concerns.*