



Deans Meeting Agenda
Tuesday, January 23 at 1:00pm
Academic Affairs

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

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- I. Instructor track faculty at New Faculty Academy (Dr. Warnick)
Motion by Dr. Robertson, seconded by Dr. Bridgmon, to include instructor track faculty (established in the new P&T policy) in New Faculty Academy. Motion carried.
Discussion following the motion: Should instructors also receive course release? If so, should be 5th course of 15 hr load. Dr. Abdelrahman wanted to ensure the faculty understand true visiting appointments (one year appointments) would not be eligible for the instructor track – only lines in the budget.
- II. Department head evaluations/goals
Discussion: Department heads were not originally included in HR's collection of goals, but many of the Deans submitted them anyway. Deans prefer the existing method for goal setting and evaluation of department heads. Deans felt limited by three goals. Dr. Abdelrahman encouraged the Deans to bring it up to EC on Wednesday.
- III. Follow up: Student travel (Pat)
Discussion: Pat distributed the policies in the Student Handbook and the memo from Clay Moore, recommending Academic Affairs develop policies for academic student travel and maintain those records. Deans questioned if the form needed to go to Travel when students aren't being reimbursed. Deans also discussed if forms needed to be submitted just to know who was travelling and when. Dr. Toms suggested a form for when a faculty member is taking a class or group of students off campus that is sent to Department Head, group agreed.
Action: Pat will talk to Travel and Legal Counsel, then bring back.
Action: Dr. Bridgmon will work with Department Heads on a form (or if it needs to be a form).
- IV. Plans for stackable degrees
Discussion: Expanding stackable degree options is one of Dr. Abdelrahman's goals.
Action: Each college will develop a list of potential existing stackable degrees and additional stackable degrees over the next 3 years. Deans bring on February 27 meeting.

Arts and Humanities narrowed down to 3 certificates to work on this year, but had a list of about 10-15 that may be rolled out over time. Most are advanced certificates, replacing minors in specific areas.

V. Roundtable

Pat – Regarding the extra income statement email sent by HR: If the adjunct has employment other than ATU and is paid more than \$500, then they have to fill out the form. Overloads paid to either full time faculty or full time staff do NOT count; additional pay from any other source over \$500 does. Spousal income (paid to the spouse specifically) does NOT. Out of state income counts (Dr. Bridgmon's previous income from Oklahoma would count).

Dr. Bridgmon asked the Deans to take care of the outstanding faculty credentials noting one third were for tenure track faculty.

Dr. Bridgmon reported Dr. Powell had suggested a 4th option for uncompensated loads, by setting aside professional development money for their efforts. He asked the Deans to consider what amount would be appropriate.

Dr. Powell is beginning the search for the permanent STEM Education Institute Director, and asked for two faculty names from each Dean to serve on the committee. He said he would only use one, but two would allow him to balance the membership with diversity, discipline, etc.

Action: Deans each send Dr. Powell two faculty names to potentially serve on the STEM Education Institute Director search.

Dr. Powell reported he would be visiting Hendrix to observe their system for promoting national fellowships for their students, noting it appeared to be one of the best in the country. He also stated he was energized by the recent NSE visit regarding the student exchange program. Dr. Woods clarified the NSE agreement should be finalized this semester, and the students would be recruited for fall.

Dr. Robertson asked for the status of adjunct fund allocation. The purpose was for the Deans to take more ownership of the departments' adjunct funds. Pat said she and Jana would provide the three-year averages of adjunct funds spent by department. She anticipated the analysis to show there are not enough budgeted adjunct funds to cover all expenses, as she typically has to transfer funds from elsewhere to make it through the year. She reminded the Deans adjunct funds include full-time overload expenses.

Action: Deans to discuss method for allocating and expending adjunct funds through the college/departments, and bring back February 27.

Action: Academic Affairs to provide three-year analysis of adjunct expenditures.

Dr. Woods stated ATU does not have a phased retirement program, but it could be extremely useful. Dr. Abdelrahman stated Dr. Bowen had asked Ms. Hinkle to look into it.

Upcoming Deadlines and Events:

January 26: Names for Technology Intensive Designation committee due to Jana jcrouch4@atu.edu

January 26: Newsletter submissions due to Sara sbailey19@atu.edu

February 5: Academic Accomplishment submissions open online

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