

Deans Meeting
Tuesday, February 13 at 1:00pm
Academic Affairs

- I. Cengage Representatives (Blake Greenhall and Phillip Harp)
Discussion: Reps distributed materials on Cengage Unlimited subscription service (like Netflix for educational materials including over 20,000 ebooks, web products, and resources that typically come with texts). Books are in digital form, but if a student wants/needs the hardcopy, it can be rented for an \$8 shipping fee (no additional rental fee). Subscription cost to students is \$120 per term (or \$180 for year). Students also get "digital locker" to store up to 6 titles for a year. Deans can search www.cengage.com for titles by course name, title, author, etc. Dr. Rogers saw benefit to having multiple books available to use in a single course, but if there's only one option, he cautioned faculty may feel a book is being forced on them.
Action: Dr. Bridgmon asked the Deans, as they work with department heads on reducing costs, when there's not a strong preference on text, to take a closer look at Cengage.
- II. Dr. Michael Rogers was a guest representing the Interdisciplinary Research Series, reporting the group had operated over three semesters, providing 17 speaking events on approximately a \$1,000 budget (contributed from various departments). He [distributed a letter](#), requesting support for the program in the form of a \$250 annual pledge from each college to the ESSRW foundation account, as well as promoting to students, faculty and staff, and recommending members for the board of directors. The spring 2018 schedule is online at: <https://www.atu.edu/irs/>
Action: Dr. Rogers will reach out to Deans via email for official pledges and will consider creating a regular budget also for transfers from the operating budget.
- III. Program with capacity and student appeal (each Dean)
Discussion: Enrollment targeting should be somewhat fluid, and able to respond to external and internal factors out of our control. Deans should select programs within colleges to target and partner with VPED to market those programs. Deans agreed they should be included in the prioritization of marketing the targeted programs.
Action: Deans send lists of identified programs to target to Dr. Abdelrahman and Jana.
- IV. Follow up: Student travel (Dr. Bridgmon)
Discussion: Academic Council did not want to create a form to track student travel, but to ensure existing travel policies were met, and remaining aware of the travel

within the department and college offices. Deans questioned why Student Services was sending back RSO travel approvals, and thought Student Services would still want to approve those as they are not academic groups, and the Deans would not be approving. Pat received a response from Clay in Student Services that RSO travel has to go through theLink for approval, unless the group is traveling on an academic trip. He indicated the group had to be registered as an organization to go through theLink and Student Services for approval.

Action: Dr. Bridgmon asked the Deans to send any clarifying questions they have to him, and he will follow up with Student Services.

V. Online faculty recognition (Dr. Norton)

Discussion: Dr. Norton [distributed a memo](#) in which the eTech Advisory Committee requests the addition of a Faculty Excellence Award in Online Teaching. Deans were supportive of recognizing excellence in online teaching, but discussed concerns with the committee being able to adequately determine excellence (if they themselves have not had online teaching experience). Deans also discussed keeping the recognition for online teaching separate from the three existing Excellence Awards which are the three core areas in which faculty are evaluated, and indicated online teaching would be a subset of the Teaching award.

Action: Dr. Norton stated she will go back to the committee to discuss these concerns further and follow up with the Deans via email.

VI. Information items:

- a. Distributed leadership – Possible EC mini-retreat follow up
- b. Indirect costs – Working with Faculty Senate on a new policy
- c. Feedback on pilot – Course evaluation pilot – department heads were not sure what to do with new evaluation questions, especially in annually evaluating faculty (difficult to compare/measure improvement). Other feedback included the sharp drop in participation rates now that evaluations are fully online.

VII. 2:00pm - Foundation scholarships (Guests: Mike Hutchison and Christi Brown)

Discussion: Mr. Hutchison and Ms. Brown reviewed the [foundation scholarships](#) in each of the Deans' areas, and the timeline/flow of the scholarship process (amounts are as of 12/31/17). Advancement has done an audit of the scholarship process; has always been manual, so are investing in software to be able to run reports and give Deans and department heads access as well. For 2018-19, they will be at over \$500,000 in scholarships. Ms. Regina Burris is willing to meet with any of the department heads to go over this with them. Mr. Hutchison said spending the scholarship money was important to help the colleges recruit students and to help Advancement account for how they are spending donated money.

Action: Mr. Hutchison and Ms. Brown requested to return to a meeting this fall to touch base, and go over the new online tool.

VIII. Roundtable

Jana distributed the [three-year adjunct and overload expenditure](#) analysis, including a three-year average per department and college. Pat noted the expenditures included payments for eTech courses (instruction and course development) and the Academic Outreach courses taught on the Ozark Campus. The deans were asked to consider whether Academic Affairs should retain the eTech course development funds and how to manage expenditures for the Academic Outreach courses in collaboration with the Ozark Campus. Additionally, the deans were to consider if the creation of college adjunct pools was the best route for budgeting of the adjunct funds.

Jana reported Academic Affairs would be much more selective in the emails that go out from the office to the faculty, based on feedback. Deans will likely be receiving more emails from Pat and Jana to distribute to their faculty as they see fit.

The original Deans' Retreat dates (June 25-26) were going to conflict with a Budget Advisory Committee meeting, so June 21-22 were the new tentative dates.

Upcoming Deadlines and Events:

February 28: Academic Accomplishment submissions close

March 9: Standing Committee election results due to Pat (email pchronister@atu.edu)

April 1: White papers due to Academic Affairs (email pchronister@atu.edu)

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