

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

Office: 479-968-0319

Fax: 479-968-0644

www.atu.edu/academics

Deans Meeting Agenda
Academic Affairs (Administration 200)
Monday, March 6 at 3:00pm

- I. Justification for advertisements
Discussion: Staff and faculty positions need to be justified before advertising. Faculty positions currently advertised can proceed, and as always, Deans will need to get permission from AA before making an offer.

Action: For positions that are not yet advertised, Deans should send the request with justification to AA before opening the vacancy in Cornerstone. Justification should include information such as high usage of overloads or adjuncts.
- II. Standard class schedule
Action: Academic Affairs will run an ARGOS report to audit schedule.
- III. Building usage
 - a. [Fall 2016](#)
 - b. [Spring 2017](#)
Action: Deans write proposal for moving an academic department to Brown Hall, showing the benefit to students and the department, as well as what could be done with the vacated space. Prepare before Master Plan meetings in April.
- IV. Low Enrollment Update (Dr. Robertson)
Discussion: Group is working toward a universal guideline across campus, not by department.
- V. Program review [checklist](#) and [schedule](#)
Discussion: Faculty need to look at full curriculum, not just individual courses, and the associated outcomes.
Action: Deans to meet as a group with Christine Austin to provide feedback to improve checklist (Meeting scheduled for Friday, March 10 at 2:00pm in RCB 355).

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
Russellville, Arkansas 72801

Office: 479-968-0319

Fax: 479-968-0644

www.atu.edu/academics

VI. ARGOS reports**a. [Enrollment funnel](#)**

Action: Deans send enrollment funnel link (above) to the department heads to review program enrollments.

b. GPA distribution

Action: Report emailed to Deans on 3/8/17. AA to begin sending the report each term.

VII. Roundtable

Discussion: B2E may expand for mentors to contact admitted students not yet registered, to make a connection to campus before they arrive. Shauna sends list of these students to the departments – what are departments doing with it?

Action: Deans encourage department heads/faculty to contact those students.

Action: Jana investigate ability for electronic leave system to track faculty sick leave (90 days). Brooke Southard is checking with OIS programmers; anticipates July 1 implementation at the earliest.

Action: Jana investigate Barnes and Noble emails regarding FacultyEnlight going to Clutter. Result: OIS “white listed” email sender, and Barnes and Noble resent email to faculty.

Upcoming Deadlines:

March 10 – March newsletter submission due (email to sbailey19@atu.edu)

March 10 – Standing committee election results due (email pchronister@atu.edu)

March 17 – Summer and fall textbook adoptions due

March 17 – Changes to cognate/embedded programs and plans for non-viable programs due (email dunderwood@atu.edu)

April 3 – Faculty retirement plaque verbiage due (email to sbailey19@atu.edu)

April 15 – Annual faculty evaluations and third year reviews due (send to Andrea)

April 28 – Updated faculty vitas due to Academic Affairs (request flash drive from Andrea)