



**Academic Affairs**

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Deans Meeting Agenda  
Tuesday, March 27 at 1:00pm  
Academic Affairs

- I. Faculty sick leave – Guests: Brooke Southard (Payroll) and Bob Freeman (HR)  
*Discussion: The Deans now have 720 hours of sick leave loaded into the system, and the department heads will shortly. Brooke distributed [proposed guidelines for faculty sick leave](#) for feedback before they took it to the Faculty Senate on April 10. Dr. Powell suggested changing “attending physician” to “medical or health professional”. Deans discussed 720 hours being a liberal policy compared to others, and questioned why sick leave wasn’t accrued by these groups at the same rate as staff (8 hours per month). Dr. Norton noted any change to the amount should be done during open enrollment so faculty could elect additional coverage (such as short term disability). Brooke stated they were only considering changing the accrual for Dean level positions and above with faculty rank (Asst/Assoc VPs, VPAA, President), and offered possibly grandfathering in everyone with 720 hours, rather than starting anyone over at 0.*  
**Action: Brooke and Bob will send draft policy, to include accrual rates and account balances. Brooke and Bob will also attend the Faculty Senate on April 10 to discuss.**  
**Action: Deans and Department Heads to enter sick leave taken from January 1, 2018 until now in system to “catch up” for the calendar year.**  
  
*Brooke then asked if the Deans wanted the Associate Deans to accrue vacation leave as a department head (10 hours per month) or a Dean (13.33 hours per month). Currently, they are accruing as department heads – the group agreed they should accrue as Deans.*
- II. IRB Committee – Guest: Dr. Jeff Aulgur  
*Discussion: Dr. Aulgur distributed [proposed changes to the IRB Committee](#), noting research efforts on campus had expanded but the IRB processes had not changed in years, and were no longer sufficient to handle the increase of proposals being reviewed.*  
**Action: Dr. Bridgmon will discuss this further with SPUI.**
- III. Academic Affairs at Leadership Tech (Thursday, March 29 in West Dining Room)

- IV. Change to 80% refund date  
*Discussion: Beginning in spring 2019, the 80% refund date will change to the 11<sup>th</sup> class day (currently, it is 25<sup>th</sup> class day). For condensed courses, it will be the equivalent percent completion of the course. Students will have to make decisions much sooner about whether or not to drop, and may be based on little or no feedback depending on course. Summer is not changing.*
- V. Fees in online classes/programs  
*Discussion: Some fees will be waived for students in online programs, who are taking only online classes in a given term. To be eligible for waived fees, the student cannot be an employee (even student worker or GA). Tammy will define in Banner which programs are considered online based on ADHE program inventory list.*
- VI. May intersession classes  
**Action: Deans determine if additional May intersession courses can be added.**
- VII. Changes to Academic Affairs newsletter  
*Discussion: The Academic Affairs newsletter will be more condensed and focused around the strategic planning goals. AA will solicit information for the newsletter from direct reports only.*
- VIII. Proposed faculty assignment in STEM Center  
*Discussion: Dr. Watson had emailed the Deans and Dr. Bridgmon a request for a faculty member to be assigned to the STEM Center on a rotating basis among the colleges, beginning in Fall 2018, with a 3 hour course release per term. Deans expressed concern with lack of faculty and lack of continuity.*  
  
*Dr. Woods suggested allowing PDG/FRG to go toward faculty releases.  
Dr. Bridgmon was supportive.*  
  
*Dr. Toms asked if, rather than cancelling summer courses with less than 10 enrolled, the salary be prorated to the enrollment (7 enrolled = 70% of summer salary rate). Dr. Bridgmon stated he would leave this up to the Deans.  
Dr. Powell encouraged the Deans to be more flexible with summer. Dr. Woods noted the Deans should try to be consistent, and stated they should expect questions from faculty on inconsistencies.*
- IX. Adjunct allocation in colleges  
*Discussion: Pat stated, in order to budget the average adjunct expenditures in the colleges, \$300,000 would need to be pulled from summer salaries, meaning there will be little or no contingency "pool" under Academic Affairs.*

- X. Faculty searches/meeting with candidates  
*Discussion: Dr. Bridgmon will leave it up to the Deans and search committees whether to schedule applicants to meet with him.*
- XI. Strategic plan updates
- XII. Reminder: White papers due April 1 (email to Pat)
- XIII. Roundtable  
*Dr. Robertson shared some department heads had adjusted room capacities in Ad Astra to “trick the system” into scheduling their classes in their desired rooms/buildings. The Registrar’s office was not happy.*

Upcoming Deadlines and Events:

March 29: AA at Leadership Tech (12:00 – 1:30pm in West Dining Room)

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

April 16: Faculty evaluation summaries, college/department averages, and third year reviews (email [aeubanks3@atu.edu](mailto:aeubanks3@atu.edu))

April 23: Strategic Plan update due (plans for 2018-19) (email [sbailey19@atu.edu](mailto:sbailey19@atu.edu))

April 26: Friday night graduation names due (email [aeubanks3@atu.edu](mailto:aeubanks3@atu.edu))

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