



Deans' Meeting Agenda
Academic Affairs
Friday, June 2 at 3:00pm

Academic Affairs

Administration Room 200
1509 North Boulder Avenue
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I. Third year reviews

Discussion: Emphasized that all third year reviews have to be done, even for those faculty now in their fourth or fifth year if they were not correctly done at the appropriate time. Noted a document created by Legal Counsel for an individual not receiving the appropriate third year review to sign; the faculty member can indicate whether a delay in their tenure cycle is needed or whether the faculty member is okay with proceeding on the current timeline.

Action: All signatures on third year reviews by July 1. This issue will be mentioned to the department heads at their Tuesday, June 6, meeting.

II. Departmental Website Reviews

Discussion: Talked with Michael Stoker from MARCOMM concerning issues with out-of-date websites.

Actions: Stoker asked that each department designate a web publisher and deans send the list for their college to him. Website management workshops can be scheduled this summer by college with his web team. The deans will need to contact Stoker to set up the workshops. Dr. Abdelrahman will need to make a report on progress to EC by the end of summer. Stoker will also be able to send out monthly analytic reports on any website issues. Stoker will also present at the department heads' meeting on Tuesday, June 6.

III. Attendance/Representation at President's Communication Committee

Discussion: Dr. Abdelrahman stated he had asked the President's secretary to send out reminders concerning the monthly communication committee meetings.

Action: All participants should be prepared to share activities.

Upcoming Deadlines and Events:

July 1 – Department head administrative evaluations due (send to Andrea)

July 6-7 – Deans' Retreat at Lake Point Event Center

IV. [Committee on Adjunct Support](#)

Discussion: The Committee on Adjunct Support had submitted requests relating to: increased compensation; tuition waivers for current adjuncts teaching at least six semester hours; increased communication efforts including listing all adjunct benefits in the adjunct guide, development of an adjunct website, and inclusion of an adjunct faculty section in the faculty newsletter; inclusion of adjuncts on committees and sub-committees; and support for the creation of an online adjunct faculty CETL Academy course. Also discussed whether adjuncts should be required to attend this new course.

Action: Ask Dr. Warnick to send the deans a link to review the course. If determined to require completion of the course, the adjunct would need to complete by Labor Day in order to teach in a future semester.

V. May/Winter Intersession Sections

Discussion: Dr. Norton stated she has at least two faculty members who are willing to teach a winter intersession course. Dr. Abdelrahman stated he would rather pay an overload for the courses rather than count them as part of the spring teaching load.

Action: Dr. Abdelrahman asked that each college consider having at least one course taught in the winter intersession, 2017.

VI. Bold Ideas: Student Success Contract

Discussion: Discussion centered on what constituted active participation in a course and what specifically would qualify a student to take the class again for free after making a D or F. Dr. Norton referenced a proposal specifically designed for online students.

Action: Discussion will continue on this topic. Dr. Norton will send a revised version to Dr. Abdelrahman for him to discuss with EC and may suggest that eTech implement as a pilot.

VII. Pooled Advertisements for Adjuncts (Dr. Woods)

Discussion: Dr. Woods asked if the deans wanted to consider creation of pooled advertisements for adjuncts, particularly in areas where adjuncts were difficult to find.

Action: Dr. Woods to collect lists of programs from the other deans where adjunct pools are needed and will work with HR and Jana on what an advertisement would look like. He will also work with HR to determine how best to maintain the pool.

VIII. University Vehicle Policy Changes (Dr. Robertson)

Discussion: Dr. Robertson noted changes being proposed by Travel for use of the larger vans. He stated these changes would restrict usage by the departments, particularly if they could not be used beyond 200 miles and overnight.

Action: Dr. Robertson will send Ms. Hinkle an email asking questions. The other deans to give Dr. Robertson lists of programs the new travel regulations will affect.

IX. Roundtable