

**Academic Affairs**

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Deans Meeting  
Academic Affairs  
Tuesday, September 26 at 1:00pm

- I. Sustainable energy stackable degrees (follow up with ideas from Deans)  
*Discussion: Deans met and submitted questionnaire to department heads and faculty on where sustainability exists in current curriculum and programs.*  
**Action: Follow up after fall break on how to go forward.**
- II. Load spreadsheets/low enrollment (follow up with ideas from Deans)  
*Discussion: Dr. Abdelrahman is working with OIS on providing information on low enrollment courses (history, trend, etc). Issue from Deans is there are complexities such as cross-listing, UG and Grad combined sections, practicums and internships. Are audits included or not? Staff with waiver? Courses that aren't included in faculty load?*
- III. Open positions/Filling vacancies  
*Discussion: Last year, we placed a combined advertisement for all faculty vacancies (3x6.75 at a cost of \$4,519).*  
**Action: Deans to contribute ~\$200 per vacant faculty position toward a larger color ad in the Chronicle, closer to quarter page size. Send Jana the disciplines you will be seeking to hire for 2018.**
- IV. Roundtable  
  
*Dr. Warnick distributed a proposed draft for [moving transfer student advising back to the Academic Advising Center](#) with 60 hours or less. Deans had no issues.*  
**Action: Take to Academic Council.**  
  
*Dr. Abdelrahman asked the group to take any opportunity to recognize staff/faculty for good work, saying we're often better at noticing the negative than cheering the positives. Send significant highlights to Academic Affairs for additional level of recognition.*  
*Dr. Abdelrahman may propose a Staff Excellence Award to Dr. Bowen. Dr. Woods recommended Service Excellence Awards. Dr. Toms suggested awarding supply funds to faculty rather than salary.*  
**Action: Deans bring ideas to next meeting for recognition and increasing morale.**  
  
*Dr. Toms reported an Advanced Certificate in Human Resources and an Associate of Business degree would be reviewed by the Curriculum Committee that afternoon.*

*Dr. Gunter distributed a draft proposal for the [role of graduate teaching assistants](#).  
Dr. Robertson will review for HLC compliance.*

*Adjunct Academy deadline is October 11<sup>th</sup> – Dr. Warnick will send reminder to those who haven't completed before the deadline, and a list to Deans after the deadline of those still outstanding.*

*Dr. Gunter stated the major issues from the Graduate Program Directors meeting were GAs needing to complete the I-9 in HR prior to beginning work, the Graduate College being informed as soon as a GA resigns, and issues with MARCOMM, particularly webpage updates.*

*Dr. Abdelrahman asked the group to let him know when they have specific issues with MARCOMM.*

*Upcoming Deadlines and Events:*

*October 2 – Academic policies due (send to [academicaffairs@atu.edu](mailto:academicaffairs@atu.edu))*

*October 2 – Program reviewers confirmed by VPAA (send to [sbailey19@atu.edu](mailto:sbailey19@atu.edu))*

*October 11 – Adjunct Academy completion due (for all adjuncts and teaching staff)*

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