



Deans Meeting
Academic Affairs
Tuesday, October 24 at 1:00pm

Academic Affairs

Administration Room 200
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- I. Approved driver policy change
Discussion: Dr. Bridgmon reported that EC had signed off on the proposal by Legal Counsel to restrict drivers on university business to those who are both 21 and an employee (full-time, student worker, GA). This policy is in response to a [directive from the Arkansas Insurance Department – Risk Management Division](#). Exceptions on campus can be made for non street legal vehicles (i.e., golf carts, lawn mowers, etc.). Concern was expressed about how academic endeavors off campus can be continued with this restriction in place and why waivers for academics could not be put into place.
Action: Dr. Bridgmon will check with Legal Counsel for clarification of what is the definition of “university business” and will seek clarification of the use of personal vehicles while on university business.
- II. Training for Department Heads
Discussion: Dr. Bridgmon reported his office will be organizing on going training for the department heads, including possibly faculty who might one day aspire to be department heads. He asked for areas for professional development. Some of those mentioned were conflict resolution, mentoring faculty, budgeting, promotion and tenure, faculty evaluations, fundraising, data analysis and program analytics, student success, university operations and policies/procedures, and ethics. Dr. Bridgmon will also discuss this with the Academic Council to get any ideas from them on desired professional development. Trainings could be held in conjunction with the faculty professional development days and during the summer retreat.
- III. Individual faculty memberships
Discussion: The Faculty Senate chair had reported Procurement had clarified that individual memberships could be paid by the university as long as there was a direct benefit to the university. Dr. Abdelrahman stated that Academic Affairs is okay with departments paying individual memberships if the cost of the membership is outweighed by a benefit, such as lower registration rates for conferences. The deans agreed that they should provide the oversight. Dr. Bridgmon will also discuss this with the Academic Council to get their feedback.
- IV. Mid-term progress
*Discussion: Dr. Abdelrahman reported the Faculty Senate had sent to the faculty at large a statement encouraging providing timely feedback to students. The Faculty Senate had also discussed a statement sent out by a couple of deans asking that 20% of the course be completed by mid term. Dr. Woods and Dr. Robertson sent this as part of a “best practices” email. **Action: Dr. Abdelrahman will discuss this at the November Senate meeting.***

- V. Electronic leave for faculty
Discussion: Dr. Abdelrahman stated that Payroll is working with OIS to set up the ability for faculty to report sick leave. There is no change in policy; if the leave should have been reported on a paper form in the past, then as of January 1, 2018, it should be reported in Banner. It was noted Payroll will do training on this.
- VI. Analysis of stackable degrees within colleges
Discussion: Dr. Abdelrahman stated that potential for stackable degrees needs to be included in the college goals for this year.
- VII. Sustainable energy stackable degree (follow up)
Discussion: Discussion concerned the definition of this degree. Dr. Abdelrahman stated that it did not necessarily need to be an energy degree but should be one that is interdisciplinary.
Action: The deans are to send Jana names of faculty to participate on a committee to investigate the development of this degree. Dr. Robertson will chair.
- VIII. Load spreadsheets/low enrollment (follow up)
Discussion: Dr. Abdelrahman stated he would talk with the deans more about this topic during their individual meetings. He noted that internships and practicums are being handled differently across campus for load purposes. He referenced Dr. Gunter's work with her college and stated that Academic Affairs could calculate a number of low enrolled courses for each college for the deans. Dr. Abdelrahman also noted that faculty could be assigned other tasks for service as opposed to teaching a class with only a few students.
Action: For spring 2018, departments will look at enrollments after preregistration is over and work with the dean to determine if some classes should be cancelled at that time and if some classes should run "on the cusp." Classes that are low enrolled which the dean wants to definitely run are due in Academic Affairs by December 4. He stated Jana would send the deans numbers of low enrolled classes soon.
- IX. Faculty/staff recognition and increasing morale (follow up)
Discussion: Dr. Abdelrahman asked the deans to suggest ways to recognize faculty for going above and beyond.
- X. ABOUT magazine for faculty candidates
Discussion: Dr. Abdelrahman stated that this magazine is a good advertisement for the Russellville area and stated that it should be included in packets to new hires.
- XI. Workspace for Ozark CAO
Discussion: Dr. Abdelrahman asked if any of the deans had an office that Dr. Murders could work in temporarily. Dr. Gunter and Dr. Norton stated they would check.
- XII. Roundtable

Upcoming Deadlines and Events:

Deans: Individual goals and college goals for 2017-18 due at one-on-one meeting week of October 23rd

November 3: P&T portfolios due from Deans to Academic Affairs

December 4: Proposals for new fees or changes to existing fees are due to Fee Committee (send to kwester@atu.edu)

December meeting: Curriculum communication on upcoming proposals

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