



Deans Meeting  
Tuesday, November 28 at 1:00pm  
Academic Affairs

**Academic Affairs**

Administration Room 200  
1509 North Boulder Avenue  
Russellville, Arkansas 72801

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[www.atu.edu/academics](http://www.atu.edu/academics)

- I. Academic Accomplishments booklet  
*Discussion: Last year, we received suggestions to add categories to the online Academic Accomplishments submission form, including book reviews, editor information for book chapters, international scholarship, creative writing, etc.*  
**Action: Deans elected to add "Community and Professional Leadership" as a category, then "Review" and "Creative Writing" options under Publications.**
- II. External scholarships (Dr. Warnick)  
*Discussion: Dr. Warnick looked at the support other universities provide for premiere external scholarship applications (Truman, Rhodes, Marshall, etc.), and wanted to identify a point person at ATU to assist students with preparation and application. Dr. Abdelrahman suggested having a staff member be the point of contact who could then direct students to the appropriate faculty mentor for the relevant scholarship and/or discipline.*  
**Actions: Dr. Warnick will discuss with Dr. Julie Mikles-Schluterman as Assistant Director of Honors the possibility as serving as the point person. Deans will reach out to departments for the appropriate scholarships and faculty for the disciplines. Dr. Warnick will ask Dr. Mikles-Schluterman to reach out to the Deans for the lists of faculty and scholarships.**
- III. Enrollment
  - a. Spring  
*Discussion: The low enrollment module is available in OneTech. Dr. Abdelrahman reminded the Deans to review the spring schedule for low enrolled classes and make an assessment; he asked that they not wait until classes begin in January to review. Advising Center still has full appointments through December 12, so don't need to focus too much on 1000-2000 level classes.*  
**Actions: Deans to send Dr. Abdelrahman and Pat, in general, how many classes you anticipate running low enrollment with justification. Jana will send Deans the low enrollment data from Fall 2017. Dr. Warnick to schedule training on the module for the "power users" identified by the Deans.**
  - b. Wintersession  
*Discussion: Wintersession classes can be counted toward full-time faculty spring load, but department head needs to have plan for if the class doesn't make, how to give the faculty member a full load. If pay is involved (overload or adjunct), the Deans agree it will be on the January payroll. Dr. Bridgmon noted intersessions throughout the year*

*could benefit military students and should be taken into consideration before cancelling a low enrolled intersession course.*

*Action: Dr. Warnick will email Marsha Oels about the wintersession offerings.*

IV. Communication to faculty

*Discussion: In the spring, Dr. Bridgmon will be taking on the low enrollment and uncompensated course discussions, with the goal to finalize the plan quickly. Dr. Abdelrahman cautioned the Deans about how communication can be distorted once it reaches faculty, and encouraged them to speak with the department heads about remaining cognizant of this.*

V. Technology intensive courses (follow up)

*Discussion: There are many possibilities for expanding the emphasis areas (writing intensive, globalization, etc), but Deans will focus on technology intensive courses first. Dr. Powell pointed out ATU is the only state university in Arkansas with a specific direction in the title ("Tech").*

***Actions: Deans should bring to the retreat on January 9 a list of identified technology intensive courses from the college.***

***Dr. Bridgmon to send the Deans information from SACS as an example.***

***Everyone to (independently) write a paragraph of what this initiative means within their respective college/area.***

*Upcoming Deadlines and Events:*

*November 28: Program proposals going to Board due to Pat*

*November 30: Incomplete faculty personnel files to be completed in Academic Affairs*

*December 4: Requests from Deans to run low enrolled spring courses due to Pat (send to [pchronister@atu.edu](mailto:pchronister@atu.edu))*

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

*December 4: Budget priorities due from Deans and Directors (send to [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu))*

*December 4: Faculty graduation absentias AND Friday night faculty names due (send to [jcrouch4@atu.edu](mailto:jcrouch4@atu.edu))*

*December meeting: Curriculum communication on upcoming proposals*

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