



Deans Meeting Agenda  
Tuesday, December 12 at 1:00pm  
Academic Affairs

**Academic Affairs**

Administration Room 200  
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Russellville, Arkansas 72801

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

- I. Technology intensive (Deans each bring definition)  
*Discussion: Deans shared their definitions. Dr. Gunter gave example that avatars are support tools for delivery, maybe not technology intensive. Instructor using technology is not tech intensive (Blackboard not considered), but preparing students to utilize technology as required in their respective fields and workplaces. Using terms such as "central" and "advanced" will help emphasize the intensity of the technology use (central, not one assignment) and type of technology (advanced, not printing press).*  
**Actions: Deans send Jana definitions.**  
**Dr. Norton will combine all submissions into a few options for a single, concise definition.**
- II. Study away/student travel issues  
*Discussion: It is in policy that the faculty member has to accompany a student less than 21 years old, but exception can be made for internships; memo requesting exception to Travel, with VPAA's signature.*  
**Action: Deans communicate this to Department Heads.**  
**Dr. Bridgmon take to Academic Council.**
- III. [Student travel approval form](#)  
*Discussion: At the last EC, Dr. Nichols, VP of Student Success, contested giving approval for all student travel, including academic travel. Moving away from SS to AA, with Dean as final approvers. Concerns included some programs have frequent, even weekly, student travel (Geology, F&W, and Music).*  
**Action: Pat investigate Student Services policy (if any) and what the goals of the form are. Bring back to next meeting.**
- IV. External reviewers  
**Action: Dr. Woods to investigate possibility of paying external reviewers up front; will check with Jessica Holloway.**
- V. Roundtable  
**Action: Deans share updated Enrollment Dashboard with Department Heads; look at history of offerings to help determine if course needs to be**

***offered on same schedule; look at current offerings to see if low enrolled sections could be combined, etc.***

*Discussion: Deans having difficulty getting personnel files completed after multiple attempts in some instances. Discussed possible methods for enforcing timely collection.*

***Actions: Dr. Abdelrahman will speak to Bob Freeman about having those materials be collected as part of HR onboarding.***

***For Spring 2018, Academic Affairs will include list of outstanding personnel file items when adjunct contracts are sent to colleges/departments.***

***Deans should emphasize to Department Heads the need to collect items in a timely manner, and may include in annual review.***

*Dr. Gunter thanked everyone for support during her dual role as Graduate and Education Dean.*

*Upcoming Deadlines and Events:*

*January 12 – Incomplete personnel files due in AA*

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