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January 2001 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, January 19, 2001
1:00-3:00 PM – 311 Ag Hall

Present: Barbuto, Bell, Fairchild, Fleming, Fritz, Husmann, James, King, Moody, Parsons, Randall

Fritz called the meeting to order.

Jim King demonstrated features of Blackboard (http://blackboard.unl.edu/). All faculty, staff, and students have access to Blackboard. Faculty may use it for class activities and e-mail for any class. The class does not have to be taught by distance.

A motion was made by Barbuto and seconded by Husmann to approve the minutes of the November 17, 2000 staff meeting. Motion passed.

Bell reported that the Undergraduate Committee has met this week and discussed the Cooperative Extension minor (see below).

King and Barbuto reported that the Graduate Education and Research Committee has six to eight doctoral applicants for Fall 2001. On average, three masters-level students are admitted into our program each meeting. The Specialization in Nutrition Outreach has been approved by the Graduate Council. Funding and proposal announcements are posted on the bulletin board by the mailboxes. Please check for funding opportunities that faculty can apply for. ALEC 904 meets each Friday at noon. King will send e-mail reminders for faculty and staff to attend. It is informal – please come.

Husmann reported for the Outreach Committee. The web page for Outreach is located at http://aglec.unl.edu/outreach/ and is now available. Husmann demonstrated use of the website to access some of the information found there.

Bell presented the Cooperative Extension Minor and distributed a list of courses proposed for that minor. Steve Waller took the lead on developing this minor. Bell made a motion for acceptation of the minor by AgLEC. Barbuto seconded. Discussion. Motion passed. Three or four internships will be available with funding from the Cooperative Extension Dean's office. Also, scholarships may become available for students minoring in Cooperative Extension.

Parsons reported for the Promotion and Tenure Committee. The committee completed their review of ARFAs in December and information was given to faculty. This information will be shared with Fritz after the evaluation discussions with individual faculty. The committee currently has a request from Ed Vitzthum for a courtesy appointment in AgLEC, and they are

acting on that request. The P&T committee is also working on several award nominations for students and faculty. Consideration is being given to submitting AgLEC for the University-wide Teaching Award next year.

Fritz distributed the budget information sheets. AgLEC is still doing okay with finances so far this fiscal year.

Fritz said she continues to have discussions with the Deans concerning the Ag Journalism and Instructor positions in AgLEC.

Fleming announced that the new small marketing folder for AgLEC is ready and passed around an example. The pocket inserts are in draft form and will be distributed for comment. Bell announced that Maggie Miller has been hired as the Undergraduate Intern for AgLEC. She will be doing a survey of our undergraduate students and working on recruitment. Maggie will start work in February. Her activities will be reported to the group through the Undergraduate Curriculum Committee.

Fritz announced that staff evaluation forms have been distributed. Please help in this process by giving developmental comments and acknowledging important contributions. Husmann distributed a draft evaluation form for the graduate teaching and research assistants. The Graduate Education and Research Committee will react to this draft and report back at the next staff meeting.

Fritz shared some of the highlights of her Planning Session with the Deans. AgLEC is doing the right things. Nelson, Waller, and Dickey are very pleased with AgLEC's work and collaborations with other departments and units. Our departmental five-year review is due next academic year. We will plan to start next summer instead of fall due to the heavy teaching load in the fall.

Fritz distributed the Publication and Grant Proposals (December 1999-November 2000). In the future, be sure to include grants that have been submitted but not funded. The Deans want to see that faculty are making the effort to get grants funded. Fritz asked for volunteers to help write a two page "Big Idea" paper. Bell, Husmann, and Parsons volunteered. Others may be asked to react to it. It will be distributed at the next staff meeting.

Husmann gave a demonstration of the scanner – how to scan pictures and text to faculty, staff, and graduate students.

Meeting adjourned at 3:15 p.m.

Submitted by Betty James
January 29, 2001

Next AgLEC faculty meeting – Friday, February 16, 2001 (1:00-3:00 p.m.) in 311 Ag Hall.