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January 2002 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, January 11, 2002
1:00-3:00 PM – 311 Ag Hall

Present: Barbuto, Barrett, Fairchild, Fritz, James, King, Moody, Parsons, Rockwell

Fritz called the meeting to order at 1:00 p.m.

Barrett moved and Barbuto seconded approval of the minutes of the November 17, 2001, staff meeting. Motion passed.

Moody reported for the Undergraduate Curriculum Committee. A draft of ALEC 305 with IS/ES status has been approved by the committee. Moody moved that ALEC 305 be sent to the CASNR Curriculum Committee for action. King seconded. Discussion. Motion passed. Moody presented a proposal for an Industrial Tech and Ag Ed endorsement which would require an additional 36 hours. Discussion. Moody moved that this proposal should go forward to Teachers College. Barrett seconded. Motion passed.

Barbuto reported for the Graduate Education and Faculty Research Committee. Barbuto moved that AgLEC approve elimination of VAED cross listed courses where AgLEC is the home department. This is a formality since VAED no longer exists as a department. Barrett seconded. Discussion. Motion passed.

Barbuto presented the Option III guidelines for the masters program. It is the recommendation of the Graduate Education and Faculty Research Committee to approve these guidelines as listed below.

Option III:
a. AgLEC will continue to offer Option III.
b. If a student is going onto a doctoral program, Option III would be as written as per University requirements.
c. If a student is doing a distance degree MS program, Option III is a choice. There would be a project (ALEC 996), completing 36 hours in consultation with advisor/committee; as per University requirements.
d. If a student is a resident student, and the program, developed in consultation with the advisor and the committee, wants or needs a stronger emphasis in the major (18 hours), then Option III is a choice. There would be a project (ALEC 996), completing the 36 hours as per University requirements (i.e., 18 hours advanced, 18 hours in the major).

Discussion. Motion passed. This information for Option III will be added to the Graduate Student Handbook with the January 2002 date listed.

Barbuto also reported that Barrett, Fritz, and Barbuto met with Dlugosh, Torraco, and Uerling from Ed Administration. It was an excellent meeting with the promise of future collaborations and ongoing discussions. Another meeting will be scheduled for March.

Fairchild reported for the Outreach Committee and presented a list of spring activities. They will be polling faculty on their outreach activities. The next meeting for the Outreach Committee will be January 16. Fritz told the group that IANR Days have been cancelled due to budget considerations.

Rockwell reported that the Promotion and Tenure Committee met in early December and reviewed files for pre-tenure faculty. Feedback was given to those faculty. Guidelines for the P&T Committee will be revised to bring them in line with IANR and UNL guidelines. These guidelines will be presented at the March 8 staff meeting as an information item. The guidelines will then be presented as an action item at the April staff meeting.

Fritz reported on the departmental Planning Session with the Deans. The department fared quite well for the second year in a row. The departmental action plans will be finished and finalized in May.

King reported on the administrator evaluation for Fritz. Fritz is representing the department and handling issues well. Fritz told the group that there are three main things she tries to do – be timely with requests for information, lead with integrity, and be fiscally responsible.

Fritz reported on progress for the Five Year Review. Terry Meisenbach will be our program leader. The three people we have suggested for the team have been invited by Meisenbach. Document preparation is underway. The Undergraduate Committee will be making writing assignments at their next meeting. The date of the Faculty Planning Retreat for the review was changed to May 10th (from May 17th).

Fritz discussed her Change of Duty Station for February. She will be going to Moscow to teach ALEC 202. There will be nine students from the United States and ten students from Russia in her class. Three of those students are from UN-L. Bell will be acting department head and Rockwell will attend the Vice Chancellor's Council meeting in February. Kevin Walker will using Fritz's office the week of February 11th. Contact Chuck McLaughlin to set up appointments with Kevin.

Fritz discussed Quality Indicators for UNL. These have been presented to the Regents and the question is "now what do the faculty think?" Discussion. It was recommended that comments be forwarded to Lloyd Bell with a copy to Jim King. King will take discussion items to the Academic Senate. Quality Indicators will be on the agenda again for the March 8 staff meeting.

Fritz discussed budget cuts for AgLEC. We will be gaining one faculty member and possibly two. IANR and City Campus budget cuts will be shared next week with the Chancellor in a somewhat public forum. It is hoped that the budget cuts will be finalized by March. Our current budget for AgLEC is pretty close to where we need to be. Computer upgrades will be a priority. Todd Meedel is preparing a report of our computer needs. Fritz encouraged faculty to include computer and technology upgrades in any future grant proposals.

Fritz announced that office/service and managerial/professional evaluations are due January 18. Our Project Assistant position will be open January 14-18 and interviews will be scheduled as soon as possible. We plan to hire an undergraduate student to help with our website and another student to help with clerical duties.

Announcements – Load calculations from CASNR are in faculty mailboxes. Please review them and let Fritz know if there are any errors.

Meeting adjourned at 3:00 p.m.

Submitted by Betty James
January 17, 2002