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October 2002 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, October 18, 2002
1:00-3:00 PM – 311 Ag Hall

Present: Barbuto, Fairchild, Fleming, Fritz, Husmann, James, King, Moody, Reimers, Rockwell, Trudeau

Fritz called the meeting to order. King moved and Moody seconded approval of the minutes of the September 13, 2002, staff meeting. Motion passed.

Moody reported for the Outreach Committee. They recently met and discussed 2002-2003 activities. Faculty are encouraged to produce more NebGuides. The committee also discussed progress with the Action Plans. The next meeting for the Outreach Committee will be November 13th.

Husmann reported for the Undergraduate Curriculum Committee. The committee met and discussed the assessment report and opportunities in recruitment since undergraduate major enrollments are down 25% in AgLEC. Ideas were brainstormed such as updating the departmental website and offering scholarships. Fritz announced that she has decided to offer six $500 scholarships in Ag Leadership for Fall 2003. Husmann and Fleming will help craft the guidelines for the new scholarships.

Barbuto reported for the Graduate Education and Faculty Research Committee. The committee met this morning and discussed quality indicators and items to promote increased research. Evaluation/progress reports are due November 15 from doctoral and masters graduate assistants.

Rockwell reported for the Promotion and Tenure Committee. ARFAs are due from faculty on November 1st. Promotion and/or tenure files are due on November 15th from faculty submitting files. The P&T Committee will be meeting on November 19th to review the files and respective ARFAs.

Fritz discussed the new UNL citizenship percentages that are now required on faculty appointments. IANR Administration suggested that the percentage average is 3% and should be no more than 5% for each faculty member. Discussion. Rockwell moved that Fritz should use her discretion to calculate the percentage of citizenship for each faculty member and it will be reported from the majority of each faculty member's appointment. King seconded. Motion passed.

Fritz announced that the Five Year Review is scheduled for January 28-31, 2003. Team members, Jo Jones and Ed Osborne, remain the same. Terry Meisenbach will contact Eric Brown as the alternate since Robert Moraczewski is unavailable in January. Fritz asked faculty to save Friday, January 31, 2003, for the review team's report in the morning and faculty discussions in the afternoon.

Rockwell reported for the Teaching and Learning Faculty Task Force. They have met several times since July and are working on several ideas.

Fritz confirmed that we will invite emeriti faculty for lunch with faculty, staff, and students in the classroom on Friday, November 22. Barbuto and Fleming will help plan the menu.

Fritz distributed current department budget information. We are doing fine so far this fiscal year. We do need to buy a few new computers soon.

Fritz shared the results of our recent computer support survey with Alan Moeller and Ron Roeber. Fritz

will be sending the survey out again in November to faculty, staff and graduate assistants. Roeber suggested that we follow these steps for computer support – call Kathy Notter at 2-5560. If she can't help, she will send someone over to check out the problem. If the problem is still not solved after the computer tech has looked at your computer, call Kathy back and let her know. Don't call the UNL Help Desk; Ron Roeber says they are no help.

Fritz discussed AgLEC's website. It is good to see quite a few of our class syllabi on the website. This is an excellent recruiting tool for prospective students, as well as information for current students. Faculty sites need to be updated also.

Fleming presented and discussed the proposed agenda for the Advisory Council meeting to be held on November 12th. The agenda will be proposed to John Malin and Don Hutchens. Fritz asked faculty to make it a priority to attend at least part of the day. The agenda will be sent to faculty by e-mail. Please check the agenda to make sure you can be there when you are listed on the agenda.

Fritz discussed project planning with support staff. Please involve support staff in your planning and ordering of supplies for projects. They can provide good ideas to get your project completed in a timely fashion.

Announcements – Bell and Husmann will be involved with the NCATE Review in Teachers College on October 27th.

Fritz announced that our proposal for relocation of the National Association of Agricultural Educators from Alexandria, Virginia, to Lincoln is being considered. We are among the top three. Bell will be going to Louisville, Kentucky, soon to participate in the second round of consideration.

Dr. Donald Meaders will be donating his professional papers and resources to the University of Nebraska-Lincoln. He is a graduate of our department and currently lives in Michigan. His papers will be housed at C.Y. Thompson library and on city campus.

Karen Kniep has received a $3,000 fellowship from the Cooper/Sharpless scholarship fund.

Meeting adjourned at 2:35 p.m.

Submitted by Betty James
October 24, 2002