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1-13-2006

## January 2006 - Staff Meeting Minutes

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**Department of Agricultural Leadership, Education and Communication  
Staff Meeting Minutes  
Friday, January 13, 2006**

**Present: Barrett, Bell, Bennetch, Fleming, King, Matkin and Wheeler**

***Approval of Minutes*** - Wheeler called the staff meeting to order at 10:00 a.m. Bell moved and Barrett seconded approval of the minutes of November 18, 2005.

***P & T Committee*** – Barrett reported the P & T committee reviewed portfolio promotion and tenure files for Husmann and Fairchild. The committee also reviewed two candidate's files for the Dean's position at Curtis and WCREC. This position would have full promotion and tenure in our department and does not count against us as an appointment with our department if they came to the department. The candidates were both acceptable to the committee and the head.

***Undergraduate Committee*** – Bell reported on the retreat which was held January 4, 2006. Items discussed included 102, 134, Extension minor, and the Journalism Assignment.

**102 - Service Learning Model** – Gina, Patricia, Linda and Jay  
The Service Learning requirements will be added to the Schedule of Classes.  
Gina, Jay, Patricia will review textbook content and other sources available for possible use in 102.

**134 - All three majors are involved.** It was proposed to have some general sessions with others split out by major (probably a third of the classes) – split have specific content. Need more faculty involved. Late in summer we will have general faculty meeting to discuss the planning. 1/3 split out of 32 sections or 10-11 sessions specific to the area of teaching, leadership, and journalism.

***Leadership Program*** – Bell  
**Vision and Marketability** – Combine current section of free and CASNR electives into a free elective section.

Approve first here then submit to CASNR Curriculum Committee. This will help with recruitment from outside and help with transfer students. Barbuto will outline the proposal which will then be sent out for faculty vote. He will also talk with appropriate departments to gain support. Suggestion was made to prepare the proposal in the CASNR Curriculum Committee paperwork to help with clarification for the voting process.

Bell reported that Dr. Barbuto will attempt to bring the Leadership Major again for approval to the college. He will report back.

**Extension Minor – ALEC 302, 305, 330 (Extension Education), 412 (Media).**

- 200 hr practical experience in Extension
- Patricia Fairchild will be the coordinator
- 2007-08 Undergraduate Bulletin needs updated
- Students who don't want to student teach would favor this option

***Journalism Assignment – 75 % Teaching/25 % Extension – possible assignment consideration.***

- Fall teaching assignment – ALEC 134 (lead instructor) and 102
- Spring teaching assignment – ALEC 488 (to develop), either 305 or 102

***Graduate Education & Research Committee – King expressed his thanks for Husmann's efforts organizing this committee. Wheeler expressed his concern with a conflict of interest since he would also have to sign off on the forms as the AgLEC Head. Barrett was appointed as coordinator of this committee.***

**Matkin reported we need written documentation of our doctoral program. A checklist is needed both for the students and advisor. A procedural guide is needed. She will develop it in association with others.**

**Bell asked how the questions for master's comps are determined. Instructors are writing several questions for the same student. Wheeler suggested questions could be written so they cover several areas of integrated information with over arching emphasis. Students would need to be prepared for this type of (general/integrated). questions. Matkin stated the doctoral level needs reviewed also. King will take this information back to the committee and come back with suggestions. AgLEC official comps are next week.**

***Ag Journalism Position – Wheeler stated the Vice Chancellor supports this position. Our next candidate does not have their doctoral yet but will in a few months. If our offer is not accepted, what next? The position advertisement lists masters and doctoral preferred. We could be another semester without a person. Wheeler will check with the Vice Chancellor.***

***Recruitment – Tess Kirkholm has been hired at 10 hrs a week to help with the undergraduate recruiting. Matkin will help with supervision and mentoring. CASNR Road Show is in Sioux City and King will be our representative.***

**January 20 in Kearney is the next Career Development Event. It was suggested that either our new person, Krystle Christner or Ryan Stainbrook attend as our representative. Bell reported over 250 have registered with 17 schools attending. Bell reported CASNR is willing to travel to meet with kids across the state. This projects UNL in a positive light.**

***Career Education*** - Matkin reported Tess will be establishing a database of potential students to help with recruiting. King stressed Bell should be commended for his efforts with recruiting, i.e. Kearney on the 20<sup>th</sup>. He stressed every contact opportunity is recruiting. Technology is a vital part of the student's life experiences with over 50% using computers now. Husemann has over 60 freshman high school kids at his ESU event where they will be dissecting a carnation. He digitizes the process to be presented to the participants attending at Kearney. High technology and high touch is important. We must keep our website updated and focused. i.e., listing our programs, costs, teaching openings across the state. We should be getting feedback from the young people on how we are going.

Fleming reported he received a call about the limited display space available at the CDE in April. Had about 30-40 requests already for display space. CASNR will coordinate the departmental efforts through Laura Fry.

***Advisory Council Vacancies*** – Fleming reported several openings available on this committee and asked for recommendations. Recommendations included Maxine Maul, Tom Duis and the new Dean at Curtis.

***Budget*** – Wheeler distributed a budget outline. We are doing fine. King expressed a possible need for a new copier and printer.

***Budget Reduction Process*** – Wheeler reported the Chancellor is waiting for the 2<sup>nd</sup> semester enrollment figures. IANR expects a decision by the end of January.

***Newsletter*** – King is gathering materials for the spring newsletter. i.e., graduating students, new staff, events, trips. Wheeler has been invited to Korea at the Soo Nyung Women's University the end of June and two weeks in July. Barrett is going to a conference in Chili in May.

**Next Meeting – February 17, 2006 – 10:00 in 311 AgHall**

**Submitted by Kathy Bennetch  
January 18, 2006**