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November 2006 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, November 17, 2006
311 Ag Hall

Present: Barbuto, Barrett, Bell, Ellis, Fleming, Gifford, James, Kalkowski, King, Matkin, Phipps, Smith, Wheeler. Guest: Tammy Meyer

Wheeler called the staff meeting to order at 10:05 a.m. Wheeler introduced and welcomed Tammy Meyer, who started work on Monday, November 13. She is the new Executive Director of the Nebraska FFA Foundation and has her office in Room 309.

Approval of Minutes – Barbuto made a motion to approve the minutes of the October 20, 2006, staff meeting. Ellis seconded.

Graduate Student Association Update – Gifford reported that there will be a holiday get-together at Wheeler's house on Friday, December 8th. More information will be provided later.

Promotion and Tenure Committee – Barrett presented a proposed change in the membership of the P&T Committee (changes in italics):

> Three or more committee members are elected annually from the eligible voting faculty, *except in the event where committee members of qualifying rank cannot be attained from the voting membership, members of qualifying rank can be selected by the chair of the committee and department head from faculty that have their tenure home in the department.* Qualifications of membership are consistent with University of Nebraska policies and procedures for granting promotion and tenure.

Barrett made a motion that this proposal be accepted. Matkin seconded. Discussion. Motion passed.

Undergraduate Curriculum Committee – Ellis reported the committee met this morning. Items discussed included the following. The curriculum proposal for the environmental leadership will be in the next bulletin as it has passed all reviews. The substitution policy will be at the advisor's discretion for a free elective, especially in the case of non-traditional transfer students. The grading policy for the teacher block will now be pass/no pass. This is in compliance with College of Education and Human Sciences. There was also discussion of a possible new graduate assistant or instructor position to help with the teaching option/teaching block student supervisor. There will be an undergraduate curriculum retreat prior to the beginning of spring semester.

Graduate Education and Research Committee – King reported that we received a search waiver from Access and Diversity. Matkin will be promoted to Assistant Professor effective July 1, 2007. King distributed the current list of graduate students with their advisors identified.

Faculty Advisory Council – Wheeler attended the meeting for Barbuto. Several issues were discussed including the travel policy of taking students on field trips. Barbuto stated that the issue of undergraduate transfer credit policy will be examined soon. Please send comments on this issue to Barbuto.

CASNR Curriculum Committee – Barrett reported that the course changes proposed by Matkin for ALEC 410/810 have been approved.

Academic Senate – King reported that the Strategic Plan for Diversity has been withdrawn. The

Chancellor admits it was not ready to be distributed, but it will come back soon. Matkin said she is on that committee and it was distributed for feedback before the report was finalized. King also reported that the Benefits committee will be restructured to make sure it includes people who actually understand the issue of benefits.

CASNR Recruitment, Retention & Planning Committee – Matkin reported and distributed a handout from the committee. We are now receiving biweekly updates from Admissions on current admits into our programs. Matkin also distributed a current update on AgLEC recruiting.

Advisory Council Update – Fleming reported on the November 15th meeting. The extra orientation session was appreciated. Names have been recommended to replace members leaving the council this December. Decisions will be made in early January for new Advisory Council members.

Achievement-Centered Education (ACE) General Education – King reported on the new general education program that is being designed. AgLEC faculty need to discuss how we fit into the new requirements.

UNL Strategic Planning Process – Wheeler reported on the UNL priorities: 1) a competitive undergraduate program which contributes to the retention of Nebraska's high school graduates and attracts graduates from other states; and 2) a strong university research enterprise, driving economic growth, and engaged with Nebraskans so that they remain competitive. The Chancellor says these are top priorities. IANR will hold meetings in January to look at priority goals.

Budget Update – Wheeler presented budget information through October 31. We still have money.

Tourism/Marketing Position – Barbuto reported that the search committee will have its first meeting on Monday. We currently have four applicants. The applications will be reviewed by the search committee in early January.

Evaluation Process – eAFRAs are due soon.

Gallup Neighborhood Report – The AgLEC meeting to discuss the Gallup Neighborhood Survey results is at 1:00 p.m. today.

Announcements – King reported that the Ag Hall Holiday Potluck committee is hard at work and will be asking for help from others in the department. King also reported that the Decorating Committee has met and has some good ideas.

We have been given access to submit vacation and sick leave requests through the Employee Self Service (ESS) system. Through ESS, University of Nebraska employees have online access to their personal data. ESS is fast, easy and can be accessed from any web browser 24 hours a day (Internet Explorer works best). If you need help logging onto ESS, let Betty know. We will be submitting our floating holidays (FLH) through the ESS system later in December.

Meeting adjourned at 11:45 a.m.

Next staff meeting will be **Friday, December 15 – 10:00 a.m.**

Submitted by Betty James
November 29, 2006