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November 2007 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, November 9, 2007
311 Ag Hall

Present: Barbuto, Barker, Barrett, Baumert, Bell, Fleming, Gifford, Harding, Husmann, James, King, Latta, Matkin, Noble, Pennisi, Phipps, Smola, Story, Troumbley, Wheeler
Guests: Mark Burbach and Robin DiPietro

Wheeler called the staff meeting to order at 10:05 a.m.

Approval of Minutes – Barrett moved to approve the minutes of the September 21, 2007, staff meeting. Pennisi seconded.

Wheeler introduced Robin DiPietro who joined the UNL faculty in August as the new Assistant Professor for Hospitality, Management and Lodging.

Mark Burbach presented information on the 2008 Winter Interim Workshop to be hosted by the College of Agricultural Sciences and Natural Resources. It will be held on Friday, January 11, 2008 from 9:00 a.m.-3:00 p.m. at the East Campus Union. Dr. Larry Michaelsen, a nationally recognized expert in team-based learning, will give the workshop entitled "Teaching with Small Groups." The workshop is free with lunch included.

Promotion and Tenure Committee – Barrett reported promotion files are due to the P&T Committee by November 30th. The committee will also review eARFAs for those with continuous appointments.

Undergraduate Curriculum Committee – Husmann reported the committee met this morning and revisited the AgLEC strategic plan. The 2008-09 Undergraduate Bulletin proofs are due soon. Be sure to include the new syllabus policy in your course syllabi. The ACE proposal vote by faculty is due November 21st.

Graduate Education and Research Committee – King reported they met this morning. Please follow the IRB process. Let King know if you have problems. We currently have 76 masters students and 39 doctoral students taking classes. The committee discussed the AgLEC strategic plan and recruiting activities. The admission criteria will be revisited for potential doctoral students.

Outreach Committee – Fleming reported they have met once since the retreat and elected Ellis as the chair.

Graduate Student Association (GSA) Update – Gifford reported they are planning regular events every month. The next activity is a videotape by Amy Boren discussing the process of obtaining a faculty position. It will also be available online for all students. The annual holiday party for December is being planned. Date and place to come later.

Graduate Student Issues – Harding has been asked by graduate students for more information about what the courses are. Can graduate course syllabi be posted for students to check out the classes before they sign up? Discussion.

Department Contacts – Fleming reported that the Business Plan for AgLEC is in the final stages and close to being ready to be submitted. This plan would be activated in case of an emergency. Also, the UNL Alert communication system has been expanded to enable emergency notification to multiple personal electronic devices. Participation is voluntary. Visit the website at emergency.unl.edu to sign up.

UDTA Award – Wheeler reported we have been informed the money we received for the award cannot be put in the University Foundation because it is state dollars. We need a plan for spending the award money. The specific criteria established earlier includes the money should benefit teaching and learning. Wheeler will establish a committee to propose how we spend the award dollars.

e-ARFAs and Evaluations eARFAs are due today to Wheeler. The evaluation cycle will be starting soon.

Department Strategic Plan – Fleming reported AgLEC's plan is moving forward. A tentative plan will be proposed in January. Fleming asked for all reports from the subcommittees be submitted to him by December 1st. The information will be compiled and sent back out for feedback before it is submitted in January.

Industrial Technology Program – Bell reported we are pursuing the transfer of the Industrial Technology Program into AgLEC over a three-five year period. Tom Kraft is currently the only teacher working with the program in the College of Education and Human Sciences. His office and the labs in Henzlik Hall will probably be maintained.

AgLEC Advisory Council – Fleming commented on the Advisory Council meeting that was held on Tuesday, November 6. The next meeting will be Wednesday, April 16, 2008 (9:00 a.m. to 1:30 p.m.).

Faculty Advisory Council – Barbuto reported there were no action items at the last meeting. The retention rate from freshmen to sophomore is 82.9% at UNL. The good news is that CASNR's retention rate if 90% (the highest on campus). Faculty in CASNR do the advising for students, and we have good programs.

CASNR Curriculum Committee – Barrett reported that the ACE proposal has been sent out to all faculty to vote on.

Faculty Senate – King presented information from the Grading and Examination Committee that GPAs at UNL have increased to 3.07 in 2006 (from 2.95 in 1995). Discussion. King encouraged faculty to check out the website at www.courseportfolio.org which is part of the Peer Review of Teaching Project.

Recruitment – Smola distributed an update on recruitment activities. She also thanked all those who participated in the Power of Red on November 4th. The CASNR reception for December graduates will be held on Friday, December 21st.

Budget Update – Wheeler distributed information on our current spending. We are on target for the fiscal year.

Announcements – Phipps reported that the ACE training is going well with about 60 people participating. Harding, Story, and Gifford reported service projects for ALEC 102 are going well. Most service project sites help students meet their objectives, but a few are challenging at times. Husmann reported the closing date for applications for AgLEC's Department Head search is November 19th (or until filled). The committee is making phone calls to people nominated to see if they are interested in applying for the position.

Meeting adjourned at 11:30 a.m.

Next staff meeting will be **December 14 at 10:00 a.m.**

Submitted by Betty James
November 12, 2007