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September 2008 - Staff Meeting Minutes

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Department of Agricultural Leadership, Education and Communication
Staff Meeting Minutes
Friday, September 12, 2008
311 Ag Hall

Present: Mark Balschweid, Jay Barbuto, Leverne Barrett, Lloyd Bell, Kathy Bennetch, Heather Borck, Jason Ellis, Arlen Etling, Dick Fleming, Greg Gifford, Heath Harding, Dann Husmann, Betty James, Jim King, Tom Kraft, Linda Moody, Donnette Noble, Lisa Pennisi, Kelly Phipps, Justin Smith, Kelli Smith, Alyssa Smola, Joana Story

Balschweid called the meeting to order at 10:05 a.m. with the introduction of Tom Kraft as a new faculty member in AgLEC. King asked the graduate assistantships to introduce themselves (Story, Smith, Harding, Noble, Gifford, Smola, Borck) and give some details about what they do in the department.

Approval of Minutes – Husmann moved to approve the minutes of the May 18, 2008, staff meeting. Ellis seconded. Motion passed.

Promotion and Tenure Committee – Barrett reported e-ARFAs are due to Balschweid by 8:00 a.m. on November 17th.

Undergraduate Curriculum Committee – Husmann reported the committee met this morning and discussed Industrial Tech courses transferring to AgLEC. It will take one to two (or possibly three years) to transfer all the courses to the ALEC designation. The committee also discussed the HRTM program curriculum changes. Pennisi will be providing information to the CASNR Curriculum Committee this fall.

Graduate Education and Research Committee – King reported that masters and doctoral students will be having their own graduation ceremony beginning this December to be held in the Devaney Center. The hooding ceremony will be part of this graduation ceremony. The Graduate Bulletin is only available on-line now and contains hot links for many items. The forms for graduate students are now in writable and savable format. And, we are in the process of planning updates for the AgLEC website. Students spend about three minutes looking at a website so we don't have much time for them to find the info they are looking for. We will be receiving some grants from Graduate Studies for diversity issues.

Faculty Advisory Council – Barbuto reported that enrollment and credit hour generation is up 12.9% in CASNR. Our college has the highest increase at UNL. The Crowe Advisor Presentation will be made on October 16th at the East Campus Union. Barbuto presented for discussion "Do we require a teaching presentation for applicants for new faculty positions in AgLEC?" Discussion. Barrett moved that all applicants for a faculty position in AgLEC with any teaching FTE must demonstrate their teaching skills before a formal class as part of the interview process. Husmann seconded. Discussion. Husmann added to the motion as follows – All applicants for a faculty or doctoral graduate assistant teaching position in AgLEC with any teaching FTE must demonstrate their teaching skills before a formal class. Motion passed. It was added that if a

graduate applicant does not have a formal campus visit, they may submit a video sample of their teaching skills.

Barbuto announced that the image survey will be renewed including the issue of the name of the college. Plans are in the works to redo this survey over the next 18 months. Attached is the Program Evaluation for Instruction Improvement – Approved by the CASNR Faculty Advisory Committee on February 11, 2008.

CASNR Curriculum Committee – Information note: Matkin is now AgLEC's representative on this committee.

Faculty Senate – King reported they have been received information from the Chancellor on the planned Research Park. King will continue to send out minutes and notes from the Executive Committee and the regular meetings. Items of interest from the Chancellor come from the Executive Committee meetings.

CASNR Recruitment, Retention & Planning Committee – Ellis reported that CASNR enrollment is up and AgLEC enrollment is up. The Power of Red Open House will be held on October 11th at the East Campus Union.

AgLEC November 5th Advisory Council Program Topics – Fleming led the discussion for topics for the next Advisory Council meeting. Discussion. Submit ideas and comments to Fleming and Balschweid.

Graduate Student Association (GSA) Update – Story reported that activities are being planned. Story asked for names of students who would like to get involved with the leadership of this group.

Classroom Computer – Gifford stated that many times technology does not work in 311 Ag Hall for teaching classes. Discussion. Another important issue is keeping the equipment secure.

Budget Update – Balschweid presented budget information on the first two months of the fiscal year through August 31.

Department Head Comments – Balschweid works with an "Open Door Policy." If he is available when the door is open and the light is on, everyone is welcome to come in. He has been gathering information and studying how AgLEC works. It is time to do a vision and mission update for AgLEC that drives what we do. AgLEC should be known as visionary and not reactionary.

Other issues facing AgLEC include our undergraduate program in leadership. Should it be a major? We need to enhance research and grant writing. What is our research focus? Should we have an international focus? More issues include course offerings and staffing issues, including backfilling Barrett, Wheeler, and Husmann (½ time in AgLEC). There are also items to work out within Ag Journalism, Tourism, and Industrial Tech. Do we need to cap graduate program enrollment in leadership? We need a department brand and will work with recruitment group on

this. The whole department will be painted soon or by next summer. We will work on the curb appeal for AgLEC including the bulletin board and glass case in the hallway.

Development and scholarships are important issues. We plan to work on fund raising with Ann Bruntz and the Foundation. Balschweid would like a short wish list of one to three items from each unit (Ag Journalism, Tourism, Industrial Tech, Ag Education, Leadership) of items the current budget cannot provide.

If you need a red AgLEC shirt, let Betty James know. We will be placing an order. Also, if you do not have a departmental name tag, let Kathy Bennetch know so she can order one for you.

Bell will be acting department head when Balschweid is unavailable. And, the AgLEC Faculty Retreat is being planned for January 7 or 8, 2009. Please hold these dates and more details will be coming.

Bell announced that ACE proposals for courses are due October 15th. This is the last date for this semester. ALEC 102 and ALEC 282 have been approved. These curriculum changes will go into effect for Fall 2009 for entering freshmen. If you need help with the paperwork, let Bell know.

Meeting adjourned at 11:40 a.m.

Next staff meeting will be **October 17 at 10:00 a.m.**

Submitted by Betty James
September 16, 2008