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# February 2009 - Staff Meeting Minutes

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**Department of Agricultural Leadership, Education and Communication**
**Staff Meeting Minutes**
**Friday, February 20, 2009**
**311 Ag Hall**

**Present**: Mark Balschweid, Leverne Barrett, Lloyd Bell, Jason Ellis, Arlen Etling, Dick Fleming, Jennifer Greenlee, Janice Hamer, Heath Harding, Dann Husmann, Betty James, Jim King, Tom Kraft, Gina Matkin, Tammy Meyers, Lisa Pennisi, Kelly Phipps, Alyssa Smola, Joana Story
Guest: John Markwell

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

*Master of Applied Science (MAS) Degree Program* – Balschweid introduced John Markwell, and Markwell explained the MAS Degree Program. As of January 23, 2009, this program had a name change so they are now repurposing the program. All the courses for this degree are offered on-line. The major limitation for the program is advising the students. Students need to find an advisor first, then they can be admitted into the MAS program. More information can be found at casnr.unl.edu/moa.

*Approval of Minutes* – A motion was made by Husmann and seconded by Ellis to approve the minutes of the January 16, 2009, staff meeting. Motion passed.

*Promotion and Tenure Committee* – No report.

*Undergraduate Curriculum Committee* – Husmann reported the committee met this morning. Endorsements for Kraft (Technical Education, and Trade and Industrial Education) are presently in CEHS. Kraft will work with Tony Glenn (Department of Education Supervisor for Industrial Technology) to determine the need for these two endorsements and if we should continue offering them. Other items discussed included distance delivery of ALEC 202 and possible certification of the course for ACE Outcome #2 (leadership faculty are considering this proposal). Matkin will submit to the CASNR Curriculum Committee a modification of ALEC 410 and ALEC 466 to include the prerequisite of students having junior status or higher to be enrolled in the course. Pennisi is working on an HRTM Minor and a modification of the existing minor in Environmental Education.

*Graduate Education and Research Committee* – King reported the committee met this morning. This spring there have been 21 masters and 15 doctoral applicants. The reality is that we can't admit them all. The concern is good, high quality advising for the students. Another item discussed is moving the graduate bulletin to the web so we can keep it up-to-date.

*Faculty Advisory Council* – Balschweid reported we have an action item today concerning external letters for the promotion and tenure process. Husmann moved "We will request external letters be used as part of the promotion and tenure process in the AgLEC Department." Discussion. Matkin added an addendum to the motion: "External letters will be voluntary in the promotion and tenure process for faculty moving from assistant to associate. External letters will be required in the promotion and tenure process for faculty moving from associate to full professor." Discussion. Balschweid announced the vote will be made by email ballot. The results will be reported to faculty.

*CASNR Curriculum Committee* – Matkin reported Pennisi's courses have been approved, but there was confusion about Kraft's courses so his were sent back to the department.

*Faculty Senate* – King reported there will be requests for volunteer participation on committees. Please consider volunteering your time on a committee.

*CASNR Recruitment, Retention & Planning Committee* – Smola reported they will be attending a Newly Admitted Student function on March 6. The student panel last year at this event was very helpful to students.

*AgLEC Recruitment* – Matkin reported that 91 people attended her Distance Education Faculty Demonstration on February 17. She discussed the joys and challenges of using Facebook to build community. Facebook is one of the largest, most visited websites in the world. Post events, conferences, job listings, etc. on Facebook. Kraft reported he attended the Career Fair at SCC-Lincoln, and it was very worthwhile. Smola reported the Big Red Road Show in Omaha was a necessary waste of time for our programs. It is important to be there but not sure how many of those students will attend UNL.

*Decorating Committee* – Hamer reported that painting for spring break is on schedule. Currently, the committee is looking at new decorations for the walls.

*Graduate Student Association Update* – Story reported they would like more new graduate students to get involved in the leadership of this group.

*AgLEC Strategic Planning Process* – Balschweid presented a draft plan dated February 10, 2009. It includes Vision, Mission, and Values. Please send any feedback to Balschweid. The plan is to have the AgLEC Strategic Plan completed by the end of the semester. Ellis will lead the International portion and Barbuto the Research portion.

*CASNR Image Study* – Balschweid reported we have been asked to submit three to five questions for this study. Current and prospective CASNR students will be polled. Please submit questions to Balschweid, and he will forward them.

*2009 Research Conference* – Bell reported they have met with Embassy Suites and Tourism people in Lincoln so plans are progressing for the September 27-29 conference. This is a football week-end but the conference begins on Sunday.

*Advisory Council* – Fleming announced the following new members have been appointed to the AgLEC Advisory Council: Michael Lechner, Agriculture Instructor, Northeast Community College; Angela Armagost, Aftermarket Manager, LandMark Implement, Inc.; Tony Glenn, Director, Industrial Technology, Nebraska Department of Education; Eric Knoll, Curriculum Coordinator, Industrial Technology, Lincoln Public Schools.

*CSREES Review Update* – Balschweid reported he met with David Jackson and the AgLEC Review will be held in February 2010.

*Budget Update* – Balschweid distributed budget information as of January 31 and some travel information. James attended a travel information meeting recently and reported travel expenses are looked at more closely all the time. The UNL Accounting Office recommends that travelers collect detailed meal receipts while traveling as all meal receipts could be requested by auditors. The department or the traveler asking for reimbursement should keep the meal receipts (even if they don't have to be submitted to Accounting).

Balschweid reported that January tax receipts were down 8% and ½ of 1% overall for Nebraska's

FY 2008-09. The state of Nebraska is required to keep a 3% cushion in the budget. There are still too many variables in the state and university budget. Anticipated budget reductions for AgLEC were completed and turned in as requested.

*Announcements* – The UNL Research Fair will be held April 14-16.

Congratulations to Joana Story. She will receive the Holling Family Award for Teaching Assistant Teaching Excellence on March 11th. Connie Reimers-Hild will also be honored that day with Holling Family Award for Senior Faculty Teaching Excellence.

Fleming announced we will again be hosting a Hospitality Room at the Cornhusker Hotel during the CDE Events. He will put a sign-up sheet by the mailboxes for volunteers. It is a good time to meet with Ag Educators.

Meeting adjourned at 11:35 a.m.

Next staff meeting will be **Friday, March 27,** at 10:00 a.m.

Submitted by Betty James
February 26, 2009