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October 8, 2010 - ALEC Faculty Meeting Minutes

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ALEC Faculty Meeting
October 8, 2010

Present: Cheryl Alberts, Mark Balschweid, Kathy Bennetch, Jason Ellis, Patricia Fairchild, Dick Fleming, Dann Husmann, Kurtis Harms, Lisa Jasa, Carolyn Johnsen, Lana Johnson, Jim King, Sandi Karstens, Matt Kreifels, Bob Losee, Gina Matkin, Dan Moser, Judy Nelson and Roger Terry.

Introductions were made to help everyone become familiar with each other and learn about their responsibilities.

Approval of Minutes - Matkin moved to approve the August 20, ALEC Faculty meeting minutes. Seconded by Terry. Approved.

Old Business

Faculty Courtesy Appointment – Husmann, Promotion & Tenure Committee member, reported the P & T Committee has reviewed Mary Garbacz's application and voted to accept her application for Courtesy Appointment to ALEC. He moved to bring her request forward to the faculty for approval. Seconded by Ellis. Approved. Her appointment is for a five-year period.
Her appointment will be forwarded to the Dean's Council for approval.

Advisory Council Representative in Ag Education - Fleming lead discussion on the two recommendations for Matt Kreifel's replacement for the Ag Education representative to the Advisory Council. Stephanie Mann was elected as his replacement. The next Advisory Council meeting is October 27. The structure of the Council will need to be reviewed, now with the inclusion of Ed Media.

Standing Committee Assignments – The Departmental Committee list was reviewed and a motion was made by Terry, seconded by Matkin, to approve the Standing Committee list for 2010-11. Approved.

New Business

Services for Students with Disabilities – Alberts attended a presentation in September on the Services for Students with Disabilities and reported the following information:

- The student registers with the SSD office which this starts the accommodations:
    - Classroom, i.e., class notes, sign language interpreter;
    - Materials, i.e., electronic or Braille texts;
    - Testing, i.e., extended time on exams, quieter environment;
    - Additional, i.e., priority registration, housing accommodations.

Faculty should not ask whether a student has a disability, nor should faculty state they think a student has a disability. Faculty may call SSD and ask if a student is registered with SSD. Faculty can note in their syllabus that help is available through SSD. A "boiler plate" statement is available through SSD for their syllabus. Distance classes also are covered under the SSD accommodations. The Accommodation Resource

Center, 125 Mabel Lee Hall, provides resources and technological assistance to students, staff and the community.

Power Point Templates - Balschweid showed some of the templates developed by Ellis for department use. Ellis mentioned his ALEC 480 class developed the design. The templates will be used for programs within ALEC.

ALSC Faculty Assignments – Balschweid reported he has been working with the EdMedia faculty about their teaching assignments and has asked for their input on what they want to teach. A draft of the EdMedia Teaching Assignment chart was presented for discussion. How do we individually staff projects around academic assignment?

Faculty with a teaching appointment 0.15 FTE x (times) the total number of hours per year (full is 2,080) = ~300 hrs. If teaching a 3 credit course faculty would put in ~20 hrs a week. That would be the bulk of the assignment for the year.

Ellis mentioned the JOUR 162 and JOUR 142 are being restructured into four, eight-week courses. There will be less opportunity to get the students through this class. After discussion with CoJMC faculty, they will offer more sections of these classes and will see if ALEC faculty can help with more computer labs. Multiple people are listed for JOUR 480, capstone class; different people will be called upon to help with different components of the class, i.e., radio commercials, or consultation. This is where the student will be creating the plans, developing them and then carrying out the project. This is an ACE 10 class which focuses on student learning and synopsis of their college learning experiences.

The nonformal class activities don't look like teaching but it might include student recruitment, student advising and working with student organizations. These items are considered as aids to instruction and are viewed by the College as instruction. Balschweid indicated EdMedia faculty may not be engaged in these tasks this year, but in the future, the 20 hours of their teaching assignment will be pulled from their present assignment in EdMedia.

When having an academic assignment or appointment, an electronic Annual Report of Faculty Accomplishments (e-ARFA) is required. The EdMedia faculty need to be set up in the e-ARFA system. A meeting has been set for the last week of October with the EdMedia faculty to help with establishing goals for their teaching assignment for reporting next year in the e-ARFA.

Instructional Improvement Plan – Balschweid discussed the CASNR Instructional Improvement Plan (IIP). Every department in the Institute is expected to have a plan. ALEC faculty hope to improve the delivery of ALEC courses through a volunteer improvement by three attributes of this plan:

1) Deliberate and intentional (thought out ahead of time);
2) Review (one or two faculty participate in each plan);
3) Self Reflection.

A plan for ALEC is in place to help faculty generate ways to do things differently in teaching. ALEC faculty approved those that are teaching courses for the first time as

most needing assistance. The Undergraduate Curriculum Committee serves a dual role as members of the Instructional Improvement Plan. Terry asked if there are examples of former proposals. Husmann shared his experience with instructional improvement. The website below also is a resource. http://www.courseportfolio.org/peer/pages/index.jsp. Balschweid indicated funds are available for attending workshops on improving teaching.

Panhandle Research Station, International Outreach - Balschweid indicated that Linda Boeckner, Director, Panhandle Research and Extension Center in Scottsbluff, requested help to develop their 5-year plan for International Outreach. She would like to know if anyone in ALEC would like to help them on the project focused on High Desert Agriculture. They are looking for help on the education and extension side of this project. No volunteers showed interest.

Fleming mentioned that Judy Nelson was complimented on her efforts at the Faculty Forum with our new Vice Chancellor Ronnie Green. Fleming shared some of Dr. Green's recent comments. "Think Big" on everything we do! Dr. Green mentioned three common themes, Food, Fuel and Water. He encouraged everyone to be creative, think outside the box, and think entrepreneurial. Think where the Institute should be in 30 years from now. Dr. Green is very concerned about how little money is in the NU Foundation fund drive at this time for the Institute. More personnel will be added to help raise funds both within the Institute as well as the Foundation.

Committee Reports

Graduate Committee – King reported more international students are predicted to be coming to UNL. The schedule of classes is posted on the ALEC website which is making it easier for ALEC students to find departmental classes. A new version of the Graduate Handbook is being developed. The ALEC graduate program has reopened, with the GAMES system online application.

Recruitment, Retention – Ellis indicated the new MyRed program is causing some delays in getting ALEC student numbers for next semester. The "branding" mission of ALEC is underway by developing a theme in all three buildings with similar paint colors, directory, and signs. Balschweid indicated the facilities in Miller will be upgraded.

Announcements

Ed Media rates have been lowered to $37.50 an hour for their services.

Meeting adjourned 10:45 a.m.

Submitted by Kathy Bennetch