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AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, SEPTEMBER 9, 1994

MINUTES

Present: Banset, Barrett, Bell, Bergman, Blezek, Brown, Casari, Faber, Fritz, Gilbertson, Kepler, Leininger, Lunde, Meisenbach, Miller, Moody, Parsons, Schauer, Silletto, Vacin. Guests: Dean Edwards and Assistant Dean Schinstock

1. Dean Edwards and Assistant Dean Schinstock met with the faculty to discuss FTEs and teaching loads. They explained how loads are calculated to show what an "academic load" is. Faculty were able to ask questions regarding this process and were requested to forward their suggested changes or comments.
2. Regular meeting time: Since the Teaching Community meeting has been set for the first Friday of every month and many of our faculty are involved in this, it was suggested that our staff meeting be held the second Friday of every month at 3:30 p.m. Lunde made motion, Barrett seconded. M/C.
3. Blezek announced that Karen will be taking the minutes at faculty meetings. Proofing will be down by various people. Dr. Gilbertson is to proof September minutes.
4. Minutes of last meeting were approved.
5. Budget: Blezek gave figures for last year's teaching budget and showed graph showing percentages. Discussion followed. Since copying is a large expense, it was suggested that packets are made for AGLEC 102 classes and have them placed at the bookstore for students to purchase. This would help with some copy expense. It was also suggested that the offering of the 804F class be reviewed. A brief discussion ensued regarding the research and extension budgets which are technically available only to those faculty with the appropriate assignments. It was noted that there currently were NO approved research projects. (This was later corrected on Monday, however. Upon further investigation by Karen, it was determined that Dr. Gilbertson's project had been officially approved on May 5th but ARD had failed to forward such notification).

AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, OCTOBER 14, 1994
ROOM 311 AGRICULTURAL HALL
3:30 - 5:00 P.M.

A G E N D A

1. Discussion of Vice Chancellor Omtvedt's "White Paper" - Dean Vollmar
2. University Wide Department Teaching Award - Barrett
(Due November 7)
3. Peer Review Committee - Research - Casari
4. Teaching/Research Awards & Deadlines - Parsons
5. Progress Report from Departmental By-laws/Guidelines Committee - Leininger
and Subcommittee
6. Departmental Major(s)/Options - Gilbertson & Curriculum Committee
7. Review of Graduate Level Courses - Curriculum Committee
8. Coker Observation
9. Gift Guidelines
10. Re-cycling
11. Other Business *Budget* *Equipment Approval*
Internships *United Plow*
12. Next Meeting - November 11, 1994
13. Adjournment

**AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, OCTOBER 14, 1994**

M I N U T E S

Present: Banset, Barrett, Bergman, Blezek, Brown, Casari, Faber, Gilbertson, Kepler, Lunde, Meisenbach, Miller, Moody, Parsons, Silletto, Vacin.
Guest: Dean Vollmar

1. Minutes of last meeting were approved.
2. White paper discussion with Dean Vollmar. Many uncertainties are facing us. Two of our main concerns are the budget cuts, and our response to problems and needs. A chart was shown with a concept for reorganizing IANR. The focus is on serving customers and programs. Eighty-six percent of IANR budget is tied up in salaries. Departments need to continue to look at where they are and where they are going. Action plans run out in June, 1995. New ones will need to be in place.
3. University wide teaching award - Brown and Banset will do this again. They will need updated information.
4. Teaching Research Award - The awards have been decided, no action has been taken. Was referred back to committee because all committee members had not participated in discussion.
5. By-Laws Committee - Lunde addressed this area. By-laws will now be called "guidelines". The survey is done, results are disseminated. Now at discussion and consensus stage. Survey diagnosed actual participation and ideal participation. It was suggested that information be reviewed and returned to Leininger by October 21. Need to work on definitions of authority and responsibility. Will assemble draft and circulate for input. Participants questioned role and function of Executive Committee. Committee asked for suggestions of areas to be addressed. Brown moved that committee do best that can be done to create guidelines in all areas using most participatory method. Meisenbach seconded. M/C. Lunde emphasized October 21 deadline.
6. Majors/Options - Curriculum committee asked for direction department should go. Could be 1 major with multiple options or multiple majors. Discussed minuses. On plus side - - it is expedient for faculty, there is little change, same core, administration tolerates low numbers. Also discussed maintaining our department with several majors - could be difficult to administer but could be worked through. Students would be split among majors. Would be expedient for students, clarifies departmental identification, reduces ambiguity. Committee

recommends model 2 - multiple majors in department, felt clients would be best served. Natural resources has 5 majors - all other departments have only 1 major. It was pointed out that Ag Journalism is a major. Suggestion was that minors are identified.

Our name is ambiguous - students have difficulty explaining their major and what they do.

Barrett moved that as a staff we recommend option 2 and empower committee to move forward as necessary. Bansen seconded. M/C.

7. Coker observations - Volunteers needed to do Coker observations. Lunde and Kepler volunteered.

Suggestion was that we might involve emeriti faculty in this. Head of department is to contact emeriti faculty as needed.

8. Gift guidelines - it was suggested that a change be made on definition of "immediate family" when there is a death and that we follow University guidelines to define "immediate family". Motion was made and seconded to follow University guidelines. M/C
9. Recycling - All should have received new guidelines for recycling. Wastebaskets have been ordered and will be here in about 5 weeks. We will all have an extra wastebasket in our areas to use for recycling.
10. Budget - Blezek showed graphs showing amount spent. Discussion on telephone bills followed.
11. Equipment request - Received approval to purchase tables for the classroom.
12. Internships - need volunteers to serve on review to make decision on acceptable potential sites.
13. United Way reminder - all staff were asked to turn in their United Way pledge cards to Karen by October 19 whether or not they were participating.
14. Meeting adjourned at 5:10 p.m.

AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, NOVEMBER 11, 1994

M I N U T E S

Present: Banset, Barrett, Blezek, Casari, Faber, Gilbertson, Leininger, Lunde, Meisenbach, Moody, Parsons, Schauer, Vacin

1. Minutes of last meeting were approved with the following corrections: 1) on volunteers for internships add that Bell, Brown, & Casari volunteered; on updated gift guidelines - name of department should be changed to reflect new departmental name.
2. Banset will proof minutes of November 11 meeting.
3. Thank you card from NHRI for memorial sent from the Department for Dr. Dodge was passed around.
4. Blezek said we now have a request from Vice Chancellor Goebel to implement a laser safety program.
5. Copy machine - Blezek announced that the copy machine in Room 205 Ag Hall is to be phased out. A question was asked about whether we could take that copy machine. That has been explored. Expenses for doing so are prohibitive. Blezek explained costs of leasing new Canon machine (\$480/month) and proposed that we move forward to have a demonstrator machine brought in for us to try before a decision was made on leasing a new one. Discussion followed. Parsons moved that we get a demo machine, Casari seconded. M/C.
6. Faculty Development Funds - Blezek announced that it appears we have approximately \$3600 from salary savings from various projects that is uncommitted. He is considering utilizing \$300 per faculty member (anyone with the rank of assistant professor or above) for faculty development. He emphasized that the money must be used by June 30, 1995.

A question was asked about criteria for usage - wondered whether it could be spent for teaching materials if one was not going to use it for travel. Blezek emphasized professional development since he has received so many requests for professional development. A question was also asked what happens to the money if it is not used. Money goes into departmental "pool" and is used for other purposes/priorities. Gilbertson moved we proceed with use of money as Blezek discussed it. Vacin seconded. M/C. More discussion followed with a reminder that faculty also have IANR professional development funds which could be used in conjunction with this money.

7. Tables - Blezek said that his request for high priority equipment needs had been partially approved by the Deans. One request approved was to purchase new smaller tables for the classroom at \$1200. A sample table was available. Suggestion was made that we purchase "trapezoid" tables to allow for more flexibility. Discussion followed. Casari moved that we go ahead with ordering the tables. Barrett seconded. More discussion followed this motion. Moody moved to refer this to a committee of 3 to check on costs and needs. Banset seconded. M/C. Blezek appointed Parsons, Gilbertson and Bell.
8. Lunde reported on program of study in college teaching that the AGLEC Graduate Committee is developing. A minor in college teaching is to be established. "Minor" might not be the word to use. Lunde passed out a report for faculty to read on their own.

Group proposed to the Center For The Study of Postsecondary and Higher Education to have a program in place by January, 1996. Center wanted to move forward. Discussion followed. Motion made by Gilbertson that faculty endorse the work of the Graduate Committee. Vacin seconded. M/C.
9. Budget was presented by Blezek and discussed. We have spent 55% of the annual teaching budget, through October 31, 1994.
10. Casari wanted to know if there is a need for the Peer Review Committee of which she is chair since she received little response to her request for information on the scholarly activity that faculty have going. Barrett said we have 2 types of peer review going. Discussion followed on merit of having committee. Parsons felt we did not need committee to push faculty when we already have process in place to do this. Discussion followed on reviewing papers for publication. Parsons moved that we table this issue until Brown and Fritz are present. Moody seconded. M/C.
11. Gilbertson reviewed graduate courses. Discussion was held on class assignments. A question was asked on 805 content - the difference between the Fall and Spring semester. The decision to offer or cancel 812 for Spring 95 is still under discussion. Vacin was asked about promotion of 433/833. Suggestion was made to put an announcement in "Keeping Up" and on data line and get information out to international students. Since Bell has major responsibilities for dual certification, he is unable to deal with responsibility of 812 at this time.

Parsons questioned what was involved in the 812 class and said he might be interested in teaching it.

Blezek asked those teaching graduate courses for the upcoming spring semester to write two or three sentences regarding the courses and he would get descriptions on data line and in extension news.
12. Meeting adjourned at 5:10 p.m.

AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, DECEMBER 9, 1994

M I N U T E S

PRESENT: Banset, Barrett, Bell, Blezek, Brown, Casari, Faber, Kepler, Lunde, Meisenbach, Moody, Parsons, Schauer. Guest: Dale Ekart

1. Minutes of the last meeting were approved as printed. Parsons will edit this month's minutes.
2. Blezek noted Mrs. Dodge's surgery and the loss of Tom Silletto's sister. A card will be sent to Mrs. Dodge and a small memorial was sent to Silletto.
3. Dale Ekart, recycling consultant, gave a few comments on recycling and what is being done to help the effort. He explained what items can be recycled and what the saving to the University is. Hazardous waste is a different area. Ekart cautioned us to be careful regarding comments about hazardous waste as the EPA is monitoring the University.
4. Meisenbach gave comments on ACT (Agricultural Communicators of Tomorrow). He said this student organization was being revitalized and encouraged faculty to notify students who might be interested. Students can call Meisenbach for information. There will be an ACT meeting in late January so faculty are able to announce it in class in the early part of the month. Parsons suggested handing our Leadership Minor brochures with the ACT brochure.

Brown passed out revised leadership minor brochures. Suggested faculty hand it out to students in early class meetings. Discussions centered on possible ways of monitoring the number of students selecting this as a minor.

AGLEC 380 will be offered next semester. Terry said 6 students were enrolled. Blezek checked the demand roster - there are 7. Prerequisites have been removed so more students can enroll.

5. Update from Search Committee - Barrett informed the staff the deadline remains January 15, 1995. The announcement of the position opening has been placed in various journals and list serves so that there is a possibility that close to 5000 could see the announcement for the position opening. Letters have been sent to departments at other universities. Twenty nominations have been received.
6. A copy of the revised class schedule was passed around.

7. Blezek said he was on the search committee for the position opening of Dean at the Nebraska College of Technical Agriculture at Curtis.
8. Table committee update - Blezek named Parsons as chair. Urged to the committee to meet and bring forth a recommendation.
9. Photo copier - Blezek asked how everyone liked the demonstrator model we now have in. The lack of an outside stapler was a concern for some. Parsons moved that we go ahead and lease the Canon machine. Banset seconded. M/C. Casari requested that the minutes show she objected.
10. Budget report - Questions were answered on amounts spent. Brown questioned the telephone amount since November minutes reported said that \$2684 was spent and the bill was \$799 - this did not add up to \$4142. Walbridge responded that she had evidently picked up a wrong number or made a typo and would check the figures. Figures have been checked and a wrong number was picked up in November. The \$4142 is correct.

Concern was expressed over expense of traveling to supervise student teachers. Barrett suggested we go to an every-other-year schedule for the longer distance student teaching centers and then keep the centers in a closer proximity in some years. Casari suggested using television. Parsons asked about Spanier's program of Touring the State. Perhaps dollars would be available to supervisors who would also be performing a public relations function as part of their visits.

Question was asked about having leadership courses take up some of the costs of printing by having packets. Kepler is in the process of developing a packet to be sold to students in the bookstore. Banset said printing was slow - Kepler might want to use handouts for the first and second weeks. Kepler is also putting together a packet for TA's. Parsons asked about a generic packet.

11. Blezek reminded faculty to get their staff activities reports in to him - some are overdue.
12. Teaching committee has one more portfolio to review. Plan is to get report for all by December 16. Blezek talked about self evaluations and reminded staff that the deadline for that was December 12. Parsons asked about rationale for completing this. Blezek explained his reason was to see how faculty perceive themselves. Parsons asked whether the self evaluations would be incorporated into the final product. Blezek indicated that it is possible that some portion might be included.
13. Lunde announced that 905 was added to next semester schedule. Lunde is instructor of record and is looking for faculty to be course supervisors. She has several students interested in the course.

14. Appreciation was expressed by Blezek to faculty for their flexibility in regard to class schedules.
15. Walbridge told staff that student worker's schedule would be changed for finals week and that Thursday would be Lori's last day before break. She asked staff to give Lori plenty of lead time for projects during this week.
16. Blezek asked that the next meeting be held on January 6, 1995 because he will be wearing his CLD hat and will be involved with leading the LEAD International Study/Travel Seminar to the Orient during regular meeting time. The time for the next meeting was set for 10:30 a.m. on January 6, 1995.
17. Blezek made a few brief remarks about the importance of research in the department before presenting the award for outstanding departmental research to Dr. Lunde and Dr. Barrett. The award was for a paper presented at the Annual Conference of the American Educational Research Association in New Orleans, Louisiana. The title of the paper is "Impact of An Intervention to Improve the Rewards for Teaching at a Research-Oriented University".
18. Meeting adjourned at 4:35 p.m.

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AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, JANUARY 6, 1994¹⁵

M I N U T E S

Present: Banset, Blezek, Brown, Faber, Fritz, Gilbertson, Lunde, Meisenbach,
Moody, Parsons, Vacin

Guest: Beth Birnstihl, Assistant Dean, Cooperative Extension

1. Beth Birnstihl, Assistant Dean, Cooperative Extension, gave an interesting presentation on the structure and future vision of Cooperative Extension. She identified 6 priority problem areas in Nebraska. These problems will be focused under the headings of "Economic Development", "Community Development" and "Leadership Development." Cooperative Extension no longer has extension "agents" - they are now extension "educators" working in extension team programming units. Birnstihl said the future in Cooperative Extension is at it's greatest right now - challenges and risks are great but pay-offs are also great. Agents are no longer helping farmers estimate number of bushels per acre - rather educators are working with farmers and ranchers who are well prepared, some even have PhD's. All Nebraskans must make changes - demographics are different. Poverty, single parent households living in poverty, environment are all concerns.

Cooperative Extension is involved in education via satellite. This delivery acknowledges that people want info where they are and this medium can provide access to information near them. Overall, extension educators are seen as facilitators to bring communities together.

A short question and answer period followed.

2. Minutes of December 9, 1994 meeting were approved.
3. Announcements - Dr. Holder has fallen and broken her arm; Dr. Blezek will be away for 3 weeks - department head duties will be shared by Bell, Gilbertson, and Parsons; all evaluation materials have gone forward; new copy machine has been installed.
4. Teacher evaluation - In the absence of Dr. Barrett, Liz Banset reported that no changes were planned for evaluation. It was requested that this item be put on next month's staff meeting agenda.
5. Search Committee Update - Parsons reported that the committee will meet on January 16, 1995 to review applications and discuss further procedures.

6. Budget update - Figures are strictly an estimate because of holiday break - current bills have not been received. Our budget for the year is approximately 76% spent. A suggestion was made to distribute year-to-date expenditure information when available. Blezek asked Walbridge to do this.
7. Advising sheets - Gilbertson. Sheets were not available. Advising sheets were updated over holiday break but have not been returned by one committee member.
8. Meisenbach did extensive work on the proposed communications major and presented to the curriculum committee. He discussed changes in Ag Journalism major and the courses involved on behalf of the curriculum committee. Next step committee is to take it to the College of Journalism for review. All Ag Journalism students are enrolled in the College of Agricultural Sciences and Natural Resources and will receive their degrees from this college. A question was asked regarding language requirement - there is none. Another question was asked about why it was a communication major and not a leadership major. Explanation was that there will be a major under the department - the long range plan is for the department to have three majors: Agricultural Education; Agricultural Leadership and Communication; and Agriculture and Natural Resources Communication.

Gilbertson moved (on behalf of the curriculum committee) to recommend that we go on record as supporting the communication major. Bansen seconded. Discussion centered on the wording "communication" or "communications". M/C. In later discussion, Gilbertson asked whether we should hold back until we do entire package (3 majors) or submit it on a piece-meal basis. Decision was made to submit it as ready.

Course titles and descriptions:

1. Proposing that leadership course descriptions are more indicative of course objectives and subject matter and explain how the courses fit together.

A suggestion was made that we take the word "agriculture" out of courses. Blezek expressed concern over the removal of the word but will support wishes of the faculty.

2. Revise course descriptions:

Blezek asked whether we need to wait until more faculty are here. Meisenbach moved we adopt both steps - name and description. Vacin seconded. M/C.

9. IS and ES courses: Curriculum Committee recommends that we request 102 and 302 be included under human behavior and communication area. A letter requesting such is all that is needed. Gilbertson moved that this be done. Fritz seconded. M/C.

Area of integrated studies - accept 202 and 302 in this area. Gilbertson moved that this be done. Brown seconded. Discussion followed. M/C.

10. Fall Class Schedules - Changes in 102 teaching to have Banset and Parsons teaching. Changes are being worked through. Also need a schedule of graduate courses rotation. 905 is not on the schedule. Buy-outs may influence teaching load.
11. Parsons revisited subject of curricula revamping - wondered if we should involve Deans. Wondered if we could invite Dean or Associate Dean to prepare them in advance of what we have in mind and to solicit their support.

Blezek suggested they come to Curriculum Committee meeting or have committee meet with them on a one-on-one basis.

12. Gilbertson said he assumed graduate committee is addressing title and description. Members of the Graduate Committee indicated this is not being done. It was suggested that this become a priority. Lunde thought rewrites for undergraduate courses could go forward independently of rewrites for graduate courses.
13. Next meeting is February 10, 1995 at 3:30 p.m. in Room 311 Agricultural Hall.
14. Meeting adjourned at 12:10 p.m.

AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FEBRUARY 10, 1995

M I N U T E S

PRESENT: Banset, Barrett, Bell, Blezek, Brown, Casari, Faber, Fritz, Gilbertson, Kepler, Leininger, Lunde, Meisenbach, Moody, Silletto, Vacin

Guest: Dean Glen Vollmar, International Programs

1. Staff wished Liz Banset a Happy Birthday.
2. Blezek introduced Dean Glen Vollmar from International Programs. Vollmar explained that one-half of his time is spent in International Programs, the other half is in IANR working with Strategic and Action Planning. IANR has been involved in international activities since the late 1800's. He explained the involvement with USAID and told the staff the foreign assistance is now breaking down because of the end of the cold war. International Programs was the largest grant receiver at UNL at one time, now the Agricultural Research Division is. This is a big change for International Programs and is the type of change that is happening all over the country. These programs are now trying to work with Mexico and the USDA. He ended his presentation by opening the floor for discussion.
3. Minutes of the last meeting were approved. Kepler will proof minutes for this month's meeting.
4. It was announced that the National Ag Marketing Conference is here on February 21 at 4 p.m. for the students. This conference is centered on students getting the right jobs and keeping them with an eye on retirement.
5. Barrett discussed teaching evaluations and stated that they would like to get the observations done earlier than last semester. He asked for volunteers. Kepler asked about the goal on the number of visits. Barrett explained that tenured faculty get one visit - non-tenured on a tenure track line get two visits. June Crockett will coordinate the faculty volunteers.
6. Blezek showed a transparency on the year-to-date spending. Told the staff that we are 88% spent from the teaching account. He asked Walbridge to check the cost of copies and the base fee in our contract on the new copier. A question was asked regarding the use of the extra sheets that come out between jobs on the Laser IV printer. Brown said they could be used in the copier if they were placed underneath a couple of fresh reams of paper so that they would lie flat.

7. Barrett gave a report on the Search Committee for the Department Head position. Said contacts were made in different ways: by list serves (3) and personal contacts. Three candidates have been recommended to the Vice Chancellor. Collateral references have been checked. Vice Chancellor's Administrative Council makes decision on who to invite for interviews based on the search committee's recommendations.

Barrett proposed that a special meeting be called to see what qualities we want in a department head - do we want to go with what staff suggested in the Fall? Bell said we must have in mind the top three things we expect this person to have - if staff come with their own agendas, it will be impossible to for anyone to bring the staff together. Discussion followed.

A special meeting was called to be held February 13 at 4 p.m. in the classroom. Brown was asked to present information on transformational leadership and Lunde asked for some structure to the meeting.

8. Blezek announced that cleaning was done in the storage room. He suggested that we try to keep the department clean so that when we bring candidates in, the department does look nice.
9. Bell explained that it is Nebraska's year to host the AAE conference which will be held in St. Louis on March 3-4. Twenty-five papers were accepted for presentation with two of those being from Nebraska. Five people from the department, as well as five undergraduate students, are attending the conference. Dean Vollmar will be a speaker at the conference.
10. Gilbertson spoke for the Table Committee. He said that there were to be tables at the meeting for us to look at. Suggested that we may need to continue to use the tables that we now have.
11. Gilbertson explained the "minor" program. The College Curriculum Committee has approved AGLEC 337 - Instructional Internship. This was restructured for TA's in the 102 classes.

Motion was made by Gilbertson to include 337 as an elective in the lower portion of the 18 and 12 hour minor. Banset seconded. Discussion followed. M/C.

Gilbertson said that the Curriculum Committee felt the need to get moving on distance learning. He moved that a committee be appointed to head up the effort on distance learning and that Janet Poley be invited to speak to the faculty to explain it. Meisenbach seconded. Discussion followed. M/C.

12. Moody talked about the FFA Contests which will be held on March 30 and 31, 1995. CASNR will sponsor 10 or 11 contests and SECC will have the welding

AgLEC Faculty Meeting

March 17, 1995

I. Introduction - Dave

II. Timekeeping Issues - Sharon

- A. Fair Labor Standards
- B. Work Study responsibilities
- C. Department/Supervisor responsibilities
- D. Overbudget vs. overtime
- E. Flex time

III. Consulting Form - Dave

- A. Policy on Consulting
- B. Sample and use of form

IV. Leave Form - Dave

- A. Use of form
- B. Academic year vs. 12 month appointments

**AGRICULTURAL LEADERSHIP, EDUCATION
AND COMMUNICATION
STAFF MEETING
FRIDAY, MARCH 17, 1995**

M I N U T E S

PRESENT: Banset, Bell, Blezek, Brown, Casari, Crockett, Faber, Frtiz, Gilbertson, Jorgensen, Kepler, Leininger, Lunde, Meisenbach, Miller, Moody, Parsons, Powers, Schlake, Silletto, Walbridge

GUESTS: Dave Reifschneider and Sharon Beachell

1. Lunde passed around a treat for everyone present in honor of her Distinguished Teaching Award.
2. Minutes of the last meeting were approved.
3. Dave Reifschneider and Sharon Beachell from the Department of Finance and Personnel addressed the group regarding policies of the University dealing with support staff hours, leave issues, time keeping policies, and consulting time. Beachell talked about responsibilities of hourly employees in filling out time sheets and observing assigned hours. Any extra time must be approved by the department head prior to time being used since there is no money for overtime or compensatory time. If extra time is required of one of the hourly staff, then that staff person should flex their time the next day.

Beachell also addressed the policy about filling out leave of absence forms for any absences. Faculty members may take less than four hours of annual leave without being debited. Leave slips need to be submitted by faculty for any sick days taken even though they are not debited unless the time becomes lengthy and it goes into the family leave policy.

Reifschneider discussed policies and procedures for consulting days. Discussion followed.

4. Budget update - Blezek informed us that we are 97% spent. He stated that he will be asking for dollars from grants to help with this shortfall.
5. Grading - Parsons told us he voted to sustain the same grading system. Final vote was 40-28 for current system.
6. Comprehensive Review - Blezek read a note from Dean Nelson asking us to establish a date for the upcoming departmental review. A suggestion was made for the 2nd or 3rd week of 1996. Some discussion followed. It was suggested that we try to avoid the time of Spring Break. Because the

department must respond to review team comments on the report, the department designated February, 1996 the date by which the departmental review report be completed to be submitted to Review Team. Staff agreed to date and to need for lead time to prepare the report for its deadline (internal deadlines established later).

7. Gilbertson asked if anyone knew of the whereabouts of the departmental display pieces. No one seemed to be aware of their whereabouts.
8. Proposed major to replace the non-teaching option.

Gilbertson discussed the proposal for a major in leadership (in addition to the agriculture and natural resources communication major which was approved at the February 17, 1995 departmental meeting).

Gilbertson moved that faculty approve the major titled "Leadership and Natural Resources". Bell seconded the motion. Discussion followed. Brown suggested that the leadership major, when approved, will replace the existing non-teaching option.

Electives were discussed. Humanities and social science courses were increased. Fritz asked if these courses included 331 for TA's - reply was that it was hoped it would be included in our minor. Much discussion followed.

Gilbertson moved department initiate steps necessary to move the major, as presented to staff March 17, 1995, through all phases of approval. then before a new catalogue is printed, we will correct course numbers, 331, for example, etc.

Gilbertson asked if leadership major goes forward at the same time as the Communication major - answer was yes. Discussion followed.

Brown - discussed the number asterisk #4.

Curriculum Committee said they struggled with title - Leadership in Agriculture and Natural Resources and will accept ideas for title of major. Parsons suggested discussion with faculty regarding this concern.

Committee is asking for approval for advancement. M/C as presented.

9. Next meeting is Friday, April 14, 1995 at 3:30 p.m. in the classroom.
10. Meeting adjourned at 4:41 p.m.