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1995

1995-96 Staff Meetings

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Department of Agricultural Leadership,
Education and Communication
Staff Meeting Agenda
Friday, April 26, 1996
3:00–5:00 p.m.
Room 311 Ag Hall

1. *Call to Order*

2. *Approval of Minutes of March 15, 1996 (copy attached)*

3. *Update Items*
   a. *Committee/Action Plan Reports*
      1. *Distance Education – Randall/Rockwell*
      2. *Undergraduate Curricula – Gilbertson*
      3. *Graduate Education – Lunde*
      4. *Research and Other Scholarly Activity – Brown*
      5. *Outreach – Fleming*
      6. *Other Committee Reports*
   b. *Budget Status (copies attached)*

4. *Discussion/Action Items*
   a. *Departmental Guidelines for Adoption (copy attached)*
   b. *Distance Education Positions (King and Rockwell vitae attached)*
   c. *Adjunct Faculty Positions (Katt and Woeppel vitae attached)*
   d. *Joint Proposal for Change in Names of Major (Gilbertson and Lunde)*
   e. *Comprehensive Review Status*
   f. *Departmental Advisory Council Status*
   g. *AgLEC/CLD Relationships and Issues*
   h. *Status of Possible Departmental Relocation*
   i. *August Retreat Planning*
   j. *Secretarial Projects*
   k. *Laura Casari Retirement Reception, April 29*
   l. *Other Items*

5. *Announcements*

6. *Adjourn*

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, APRIL 26, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Banset, Bell, Brown, Fleming, Fritz, Gilbertson, Keller, Lunde, Meisenbach, Moody, Parsons, Rockwell

1. Meeting was called to order by Earl Russell.

2. Minutes of March 15, 1996, were approved as printed.

   Russell and the faculty extended congratulations to Lloyd Bell on achieving tenure recently.

3. **UPDATE ITEMS**
   a. **Committee/Action Plan Reports**
      1) **Distance Education** – Next meeting is May 2.

      2) **Undergraduate Curricula** – Ozzie Gilbertson reported the committee has been processing substitution waivers. The Environmental Education and Communication Committee has put forward a recommendation for 12 and 18 hour minors in Environmental Communication. Both are under discussion by the Curriculum Committee. Next meeting is May 3. The new undergraduate brochure was distributed to faculty.

      3) **Graduate Education** – Joyce Lunde reported the committee is looking at specializations instead of new Masters and Ph.D. programs. They are also working on a revision of courses and a new graduate student handbook.

      4) **Research and Other Scholarly Activity** – Bill Brown reported solicitations are due for the Department Research Award (7/95 to 6/96) and encouraged self-nominations. Over half the faculty have submitted scholarly items for the committee to review. The committee will be accepting items for review throughout the summer.

      5) **Outreach Committee** – Richard Fleming reported a good turnout for the April Preview, and noted the faculty and educators did an excellent job. The reactions from the affiliates were good and the affiliates have asked for a retreat soon.

         The new Advisory Committee will be organized in the fall. Elmer Miller will be working on the certificate program through the Center for Leadership Development.

      6) The Nominating Committee distributed a list of nominations for the 1996–97 year. Elections will be held at the faculty retreat in August.

b) **Budget Status**–A handout showing the current status of the departmental budget was distributed with the March 15th minutes. Russell asked faculty to turn in equipment requests by May 10.

4. **DISCUSSION/ACTION ITEMS**

a. **Departmental Guidelines for Adoption**
It was moved and seconded that the updated Departmental Guidelines distributed with the March 15 minutes be adopted. Motion passed.

b. **Distance Education Positions**
Russell announced the Promotion and Tenure Committee has endorsed moving the positions of Jim King and Kay Rockwell into AgLEC. King is requesting 75% teaching and 25% research, and Rockwell is requesting 60% extension, 25% research and 15% split teaching between AgLEC and Vocational Adult Education. Jack Furgason and Betty James will be moving to AgLEC along with Kay Rockwell.

c. **Adjunct Faculty Positions**
Russell reported the Promotion and Tenure Committee has endorsed granting adjunct faculty status for Rich Katt and Ed Woeppel. Faculty supported such appointments with the understanding that Russell would clarify appropriate titles in consultation with DVAE.

d. **Joint Proposal for Change in Names of Major**
Joyce Lunde reported the Graduate Committee favors changing the master's degree and presented several titles and specializations. Gilbertson noted the Undergraduate Committee favors the title Human Resource Development, but only slightly. Discussion followed and it was agreed the item will be discussed again next fall and perhaps brought before the comprehensive review team.

e. **AgLEC/CLD Relationships and Issues**
Russell announced he will be meeting soon with Elmer Miller and Allen Blezek to discuss AgLEC faculty working on CLD projects.

Meeting adjourned: 5:30 p.m.

Next regular staff meeting: **Fall 1996**

Submitted 04/29/96
Jacque Keller

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, MARCH 15, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Banset, Barrett, Bell, Casari, Fleming, Fritz, Gilbertson, Keller, Lunde, Parsons, Poley, Rockwell, Schauer, Vitzthum. Guest: Cheraghali

1. Meeting was called to order by Earl Russell.

2. Minutes of February 12, 1996, were approved as printed.

3. Demonstration of AgLEC Home Page by Jerry Parsons. Faculty biographies are due by March 29.

4. **UPDATE ITEMS**
   a. **Committee/Action Plan Reports**
      1) **Distance Education**–Kay Rockwell reported the committee met with the AgLEC Graduate Committee regarding the proposed graduate study option in distance education.

      2) **Undergraduate Curricula** – Ozzie Gilbertson reported the proposed major in AgLEC was turned down. A new name is needed for one major to cover all specializations and minors (present and future) in the department. Recommendation is due by the April 19 staff meeting.

      3) **Graduate Education**–Barrett reported from their meeting with Dean Lawson. Learned how to add specialization to Masters and Ph.D. programs and the benefits of doing so versus creating a new degree. Barrett asked faculty to consider a new name for the Masers program.

         Dean Lawson has announced that Russell has been designated a Graduate Fellow in the Department. Faculty congratulated Russell on achieving this status.

      4) **Research and Other Scholarly Activity**–Susan Fritz reported the procedures have been distributed to faculty. Committee has been reviewing articles. One is to be published in *The Journal of Extension* soon.

      5) **Outreach Committee**–Richard Fleming distributed the program for the April Update, which will be sent to extension staff. It will also be distributed with *Keeping Up*. Next committee meeting is 3/29/96. Joyce Lunde asked that ALEC 805 be added to the flyer.

         Russell reported there are over 30 names on the list of possible members of the Advisory Committee. Names will be circulated to faculty for their narrowing down.

      6) **Social Committee**–Jacque Keller reported an ad hoc committee has been created to coordinate the Laura Casari retirement reception on April 29. Members are Fritz, Lunde, Crockett, and Keller.

Keller reported a farewell reception for Lori Heimes will be held near the time of Lori's last day. The secretaries and Ardis Burkholder will be coordinating that event.

There will not be a spring picnic; however, a fall social is to be planned for the Saturday prior to the first day of classes, August 24. Please get this date on calendars.

b. **Budget Status**
A handout showing the current status of the departmental budget was distributed with the March 15th minutes. Barrett suggested the Department request indirect cost dollars from the Dean's Office.

Russell reported IANR is requesting all departments to redirect program efforts to new areas. Samples would be individual change of assignment or program changes. Everyone was asked to consider their activities and direction this past year and for the future in light of these directions.

4. **DISCUSSION/ACTION ITEMS**

a. **Appointment of Ad Hoc Nominating Committee**
Laura Casari, Dick Fleming , and Gary Vacin were nominated and unanimously voted as the nominating committee. Casari will chair the committee, which will make its recommendation at the April 19 staff meeting.

b. **NCCPE Program Review**
Russell reported the final draft will be forthcoming soon for comment.

c. **Comprehensive Review**
Russell reported he is putting together a list of reviewers and plans for self-study document preparation.

d. **Proposed changes in Peer Evaluation of Teaching**
Barrett moved and Liz Banset seconded motion to adopt revised guidelines. Motion carried.

Suggestion was made to expand the area of classroom observation beyond COKER. Susan Fritz and Jerry Parsons will prepare a proposal about this due in the Fall. This was endorsed by the faculty.

Meeting adjourned: 5:00 p.m.

Next regular staff meeting: **Friday, April 19, 3:00–5:00 p.m., 311 Ag Hall**

Submitted 03/19/96
Jacque Keller

Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, February 23, 1966
3:00–5:00 p.m.
Room 311 Ag Hall

1. *Call to Order*

2. *Approval of Minutes of January 19, 1996 (copy distributed previously)*

3. *Update Items*
   a. *Committee/Action Plan Reports*
      1. *Distance Education – Randall*
      2. *Undergraduate Curricula – Gilbertson*
      3. *Graduate Education – Barrett*
      4. *Research and Other Scholarly Activity – Gilbertson*
      5. *Outreach – Fleming/Barrett*
      6. *Other Committee Reports*
   b. *Budget Status*

4. *Discussion/Action Items*
   a. *Mission Statement -- Draft of February 12 (copy distributed previously)*
   b. *NCCPE Program Review*
   c. *Comprehensive Review*
   d. *Position Requests*
   e. *Space considerations*
   f. *Proposed changes in teacher education major -- Bell*
   g. *Process for determining class schedules*
   h. *Departmental newsletter*
   i. *Teaching and Learning Together -- Kepler*
   j. *Posted master calendar -- Kepler*
   k. *Status of AgLEC Home Page -- Parsons*
   l. *Other items*

5. *Announcements*

6. *Adjourn*

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, FEBRUARY 23, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Banset, Bell, Brown, Casari, Fleming, Fritz, Gilbertson, Keller, Kepler, Leininger, Randall, Silletto

1. Meeting was called to order by Earl Russell.
   a. Russell praised Leverne Barrett and Ardis Burkholder for the fine conference they put on last weekend. Barrett said it was the best of the four conferences they have conducted.

   b. Dick Fleming announced his retirement from the University of Nebraska in October 1996, after 40 years of service!

   c. Russell indicated that textbook orders for summer sessions are due March 25, and for fall semester April 15. Please see June Crockett at your earliest convenience if you have questions or need assistance.

2. Liz Banset requested that the minutes of January 19, 1996, be amended at 3.c. to show the only people voting were people who met the criteria under section #1. Minutes were approved as corrected.

3. **UPDATE ITEMS**
   a. **Committee/Action Plan Reports**
      1) **Distance Education**–Jim Randall reported the committee met with the CIT Distance Education Committee and they will be establishing plan of work that represents both groups.

         Russell reported the graduate study option in distance education will be discussed March 11, 8-10 a.m., at the joint meeting of the Graduate and Distance Education Committees.

         Russell compiled AgLEC comments on the Ad Hoc Distance Education Committee Report, and Ken Bolen prepared the final version. Faculty will be given copies of the report.

         Randall reported A*DEC has seed money available for Distance Education curriculum.

      2) **Undergraduate Curricula** – Ozzie Gilbertson reported there will be a meeting next Wednesday regarding the proposed major in AgLEC. Motion by Gilbertson for committee to take action to add ALEC 337 to minor. Lloyd Bell seconded, motion approved.

         Bell moved to accept proposed changes in teacher education, Gilbertson seconded. Motion approved. Changes will be sent to faculty via e-mail.

      3) **Graduate Education**–Barrett reported on March 8, 8:30 a.m., Dean Lawson will be discussing proposed change of 812 title description and credit hours. Leverne will send a copy with changes via e-mail.

      4) **Research and Other Scholarly Activity**–Gilbertson reported the research and scholarly activity document has been distributed to all departmental faculty.

      5) **Outreach Committee**–Richard Fleming reported the committee is working on an Action Plan Implementation Plan that is in line with the IANR Strategic Plan.

         Barrett and Brown will provide leadership in April Update. Agenda was distributed.

Russell reported 4-H Youth Development and several AgLEC faculty met recently. Gilbertson reported he met with 4-H Youth Development regarding Ag literacy initiatives in AgLEC and potential collaborative ties for further work.

b. **Budget Status**
Russell distributed a handout showing the current status of the departmental budget. Russell asked faculty to consider how to spend salary savings. AgLEC will be assessed their share of the new computer technician based upon the number of computers we have. Other suggestions for use of salary savings could be restructuring of two secretarial work stations, support of professional development for faculty, purchasing and installing a display case, graduate brochure, furniture and equipment needs, buy out someone to coordinate comprehensive review, and classroom tables.

4. **DISCUSSION/ACTION ITEMS**

a. **Mission Statement**
Russell reported he would like to see a client focus rather than an internal operations focus, and a statement that reflects the breadth of our Action Plans. Several changes were made by consensus. Banset moved and Barrett seconded to adopt changes. Motion approved. The new Mission Statement is to be distributed soon.

b. **NCCPE Program Review**
Russell reported the Nebraska Coordinating Commission on Postsecondary Education Review draft for AgLEC will be ready for review at the March 15 meeting. The final draft is due to campus administration by March 29.

c. **Comprehensive Review**
Russell proposed beginning the process through AgLEC program leaders and Action Plan Committees. A work plan will be developed as soon as the review dates are established, with a goal to have most of the self-study document done by the end of this semester.

d. **Position Requests**
Russell asked faculty to give thought to position requests that support the departmental action plans. More planning will be needed over the coming weeks.

e. **Space Considerations**
Russell reported he asked for a reconfiguration of third floor to allow for office space for the distance education faculty team. Dr. Omtvedt asked if AgLEC would be interested in moving to the NCCE building. Russell will ask for response by e-mail after faculty consider this possibility further.

h. **Departmental Newsletter**
Russell asked that faculty submit suggestions to Jacque by Tuesday for a departmental newsletter.

Meeting adjourned: 5:10 p.m.

Next regular staff meeting: **Friday, March 15, 3:00–5:00 p.m., 311 Ag Hall**

Submitted 02/26/96
Jacque Keller

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
SPECIAL MEETING TO DISCUSS DEPARTMENTAL GUIDELINES
FRIDAY, JANUARY 26, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Barrett, Bell, Brown, Casari, Gilbertson, Keller, Leininger, Lunde, Parsons

1. Meeting was called to order by Earl Russell.

2. After much discussion, consensus was unanimous to adopt the voting guidelines approved on Friday, January 19, 1996, in order to be consistent with IANR Bylaws.

3. Russell will draft memo to faculty explaining the decision.

4. Meetings are scheduled for every Friday from 3-5:00 p.m. in 311 Ag Hall (except for the Friday of regularly scheduled staff meetings) until Departmental Guidelines are finished.

Meeting adjourned: 4:45 p.m.

Next special staff meeting: **Friday, February 2, 3:00–5:00 p.m., 311 Ag Hall**

Next regular staff meeting: **Friday, February 16, 3:00–5:00 p.m., 311 Ag Hall**

Submitted 01/29/96
Jacque Keller

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, JANUARY 19, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Banset, Bell, Brown, Burkholder, Casari, Fleming, Fritz, Gilbertson, Keller, Kepler, Leininger, Lunde, Meisenbach, Moody, Parsons, Rockwell, Silletto, Vacin, Vitzthum

1. Meeting was called to order by Earl Russell.
   a. Russell thanked everyone for timely input of ARFAs and related materials. Faculty evaluation discussions with Russell have been completed. Faculty appraisals of administrator performance have been compiled by our Promotion and Tenure Committee. Russell stated that Vice Chancellor Omtvedt asked him to devote his first year as department head to full time administration. Russell stated that next year he plans to establish a research appointment, and possibly an extension appointment. Russell urged those who didn't have time previously to respond to the request for evaluation do so to either Barrett, Gilbertson, or Parsons before next week's feedback session with the Promotion and Tenure Committee.

   b. Gary Vacin announced his retirement from the University of Nebraska as of December 31, 1995. He will continue teaching ALEC 102 by contract, advise students in Ag Journalism, develop a new communications course, and possibly assist Ag Journalism students in developing a newspaper.

   c. Russell announced that Laura Casari has agreed to chair the Ad Hoc Committee on Environmental Communications and Education. Ed Vitzthum will co-chair. Terry Meisenbach will be covering one section of Laura's technical writing courses this semester.

   d. Russell announced that Janet Poley will present a brown-bag seminar on AgLEC Distance Education, Monday, January 29, 311 Ag Hall, noon - 1:00 p.m.

2. Joyce Lunde moved to approve the minutes of the November 17, 1995, meeting, and Kay Rockwell seconded. Motion approved.

3. **UPDATE ITEMS**
   a. **Committee/Action Plan Reports**
      1) **Distance Education**–Kay Rockwell reported the committee set up an action plan implementation plan in accordance with the Departmental framework. This plan includes identifying the target audience, designing a process for opportunity assessment, and helping faculty to learn. A Quality Distance Education (QDE) series is starting soon and Jim Randall and Sheila Kepler are setting up meetings. The committee suggests budgeting for two faculty members to attend national or regional meetings on distance education.

      2) **Undergraduate Curricula** – Ozzie Gilbertson reported they are still waiting for a decision on the IS status for AgLEC 200 and Tech Writing 300. Approval has been granted by the

College but not by the University.

3) **Graduate Education**–Joyce Lunde reported that Barrett, Gilbertson, and Russell met recently with DVAE representatives Steve Eggland, Gary Meers, and Birdie Holder to discuss cross listing courses, course revisions, and graduate program coordination issues.

   A memorandum from the Graduate Committee proposed implementing a program of study in postsecondary teaching and for approval of two actions: 1) AgLEC offer an area of specialization in postsecondary teaching at the graduate level, and 2) changes be made in AgLEC 805 and AgLEC 905. Ozzie Gilbertson noted voting for these would alter the master's program. Lloyd Bell and Susan Fritz suggested developing Program Development as the cornerstone of the teaching master's instead of 805. Russell asked Lloyd Bell to work with Leverne Barrett on this before the February faculty meeting. Joyce Lunde asked for feedback to the committee by January 25.

4) **Research and Other Scholarly Activity**–Bill Brown reported the committee has developed a definition of scholarly activity as put forth in the January 16 memo that was sent to faculty. Four criteria are noted: 1) affirms knowledge, 2) submits to peer review, 3) is known beyond the classroom, and 4) puts knowledge in libraries or other information systems to be accessed by others. Joyce Lunde moved to accept the definition and Laura Casari seconded. Motion approved.

5) **Outreach Committee**–Gary Vacin reported he will step down as chair due to his retirement. Russell announced Dick Fleming has agreed to be the new chair. A committee meeting will be scheduled soon.

6) **Departmental Guidelines Committee**–Anita Leininger reported she and Joyce Lunde have sent out a summary of Department Guidelines, to be taken up later in the agenda.

b. **Budget Status**
   Russell distributed a handout showing the current status of the departmental budget and the budget as it was in September. Susan Fritz detected a balance error. Keller will correct and distribute at the next meeting.

4. **DISCUSSION/ACTION ITEMS**

a. **Ad Hoc Distance Education Report of January 9**
   Russell reported copies of Dean Bolen's IANR Ad Hoc Distance Education Report had been distributed to all faculty in the department. Feedback is requested by January 22.

b. **Format and Intent: IANR Distance Education/Outreach Plan of December 6**
   Russell reported copies of Associate Vice Chancellor Hartung's IANR Distance Education/Outreach Plan had been distributed to all faculty in the department. Feedback from faculty is requested prior to the February 5 meeting of AgLEC and CIT distance education representatives.

c. **Distance Education Faculty Position(s)**
Russell reported the Distance Education faculty position request currently on hold until IANR's Distance Education Action Plan is further developed. Decisions are anticipated later in the spring.

d. **SIS Registration Section Status Summary**
Russell requested faculty provide him with class registration information by January 22.

e. **Departmental Mission Statement**
Russell reported copies of the Departmental Mission Statement had been distributed to all faculty in the department. Feedback from faculty is requested by January 31 for action at the February 16 staff meeting.

f. **Departmental Guidelines**
Russell proposed the faculty vote on the Membership section of the Departmental Guidelines before moving on to the rest of the document. Russell stated 10 people in AgLEC meet the criteria for statement #1 and 31 people meet the criteria for statement #2. Discussion followed. Bill Brown moved to adopt statement #1 (with the hope that faculty would subsequently amend the statement), and Lloyd Bell seconded the motion. Voting was done by ballot and Ardis Burkholder and Jacque Keller counted the votes. Motion was approved unanimously.

It was moved by Ozzie Gilbertson and seconded by Laura Casari that the voting membership of the AgLEC faculty shall consist of permanent line holding faculty and "special" appointment faculty of instructor rank or above holding a 51% or more budgeted appointment in the AgLEC Department. Susan Fritz moved, Joyce Lunde seconded, to table the matter. Motion was approved.

g. **Other Items**
Russell asked the faculty if a special meeting should be held to only address the Departmental Guidelines. It was agreed to hold a special faculty meeting on the voting issue on January 26 from 3:00-5:00 p.m. in 311 Ag Hall.

5. **Announcements**
Sheila Kepler announced Terry Meisenbach received the "People Who Inspire Award" from Mortar Board.

Meeting adjourned: 5:00 p.m.

Next regular staff meeting: **Friday, February 16, 3:00–5:00 p.m., 311 Ag Hall**

Submitted 01/23/96
Jacque Keller

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, NOVEMBER 17, 1995
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Banset, Barrett, Bell, Brown, Casari, Fritz, Keller, Kepler, Leininger, Lunde, Meisenbach, Moody, Parsons, Randall, Rockwell, Vacin, Wilhite

1. Meeting was called to order by Earl Russell.

2. Minutes of the October 20, 1995, meeting approved with the following correction: AgLEC 200 is not approved for CASNR students as IS.

3. **UPDATE ITEMS**
   a. **Committee/Action Plan Reports**
      1) **Distance Education**–Kay Rockwell. The Curtis position was the topic of the last meeting and a tour of the facilities. Committee gave green light to Russell to request position for Distance Education and to search internally. Russell reported those interested in the position are Arnold Bateman, Jim King, Janet Poley, Jim Randall, and Kay Rockwell. An announcement draft and addendum have been sent in. Susan Fritz reported AgLEC will not be offered at NCTA in the spring due to insufficient enrollment. She suggested the course be offered next fall on Tuesdays and Thursdays.

      2) **Undergraduate Curricula** – Ozzie Gilbertson was absent. Liz Banset reported they are about ready with a revised major proposal. Jerry Parsons has requested IS status for AgLEC 200. Committee is looking at a draft Anita Leininger submitted for consideration.

      3) **Graduate Education**–Leverne Barrett reported they are working on the Distance Education masters program. Earl Russell, James King, Janet Poley and Ed Vitzthum have applied for graduate fellow status. Bill Brown is working on a proposal for AgLEC 802. Eight graduate school applications have been requested by faculty from Curtis/NCTA.

      4) **Research and Other Scholarly Activity**–Bill Brown reported the committee held its initial meeting and minutes were distributed to all faculty. The committee is requesting proposals for peer review for research and scholarly activity. Leverne Barrett will provide Brown with recent definition of scholarly activity.

      5) **Outreach Committee**–Gary Vacin reported the committee will meet next week and develop and Action Plan.

      6) **Departmental Guidelines Committee**–Anita Leininger reported she has received comments and suggested changes for the Department Guidelines. She and Joyce Lunde will soon be putting together a summary.

a) **Social Committee**–Jacque Keller reported the committee met and an after-work social at Knickers was scheduled immediately following the faculty meeting. A Christmas potluck will be held December 14, 5-8 p.m. at Sheila Kepler's. A beginning-of-the-semester picnic will be held at Peter Pan Park on August 23. A revision of Department Gift Guidelines will be drafted in December.

b. **Budget Status**
Russell received approval to request additional funds. Requests each committee to provide detailed budgets in support of Department Action Plan implementation and each faculty member to detail professional development plans. These are needed by January. Dean Bolen increased the Extension budget from $1400 to $4900. Russell will send around a draft in January of the departmental request for comments.

4. **DISCUSSION/ACTION ITEMS**

a. **Faculty Evaluation Process**
Russell distributed the ARFA process packets and asked faculty to include individual action plans, professional development, and peer consultation. Faculty proposed the peer consultation be voluntary, goals and objectives be tied to Department Action Plans, the report be kept to a maximum of 10 pages, and the focus be on accomplishments rather than activities.

b. **Employee Appraisal of Supervisors**
Russell requested the target audience of this appraisal. It was suggested it be distributed to the secretaries to complete an appraisal of their supervisor.

c. **Faculty Appraisal of Administrator Performance**
Faculty will complete appraisals, forward to Promotion and Tenure Committee, who will summarize and forward to Vice Chancellor Omtvedt.

d. **Policy for Assessing Performance of Contract Part-Time Teachers**
Russell distributed the policy drawn up by the Teaching Evaluation and Improvement Committee. Concerns were raised regarding the scoring section. It was suggested the Department Head should determine continuation of appointments, not a committee. Russell responded that he is willing to make those determinations, but to be fair, seeks faculty input through the peer review process. Bill Brown moved the faculty approve the policy set forth by the Committee. Lloyd Bell seconded the motion. Motion passed 7 to 5.

e. **Jim King Request for Transfer of Appointment**
Russell distributed letter of request by James King to move 70-80% of his appointment to AgLEC (50% distance education and 20-30% teaching and research). Suggested by Kay Rockwell to let King know faculty were very interested, but will make a final decision later following the distance education faculty search process. Parsons suggested pursuing possibility of King going on a tenure line and discussion followed regarding the future of tenure positions in the department.

f. **Pilot Course on Group Challenge as AgLEC 331**–Bill Brown reported the Curriculum Committee received a proposal for a pilot program for spring 1996. The program has been developed through Student Involvement and Campus Recreation. Instructors are Jim Fullerton and

Valerie Wetzel. Motion by Brown to accept the proposal. Motion passed unanimously.

g. **Meeting Dates for Spring Semester**
Russell reported the meeting dates for spring 1996 will be the third Friday of the month in Room 311 from 3:00 to 5:00 p.m. January 19, February 16, March 15, and April 19, 1996.

h. **Other Items**
None

5. **Announcements**
Terry Meisenbach announced that two women from the Angus Journal will be speaking at the ECU on Wednesday, November 29, 1995, on the subject of Communications, Agriculture and Livestock. Bill Brown suggested student organizations should be invited to staff meetings, perhaps every other month.

Meeting adjourned: 5:30 p.m.
Next staff meeting: **January 19, 3:00–5:00 p.m., 311 Ag Hall**

Submitted 11/21/95
Jacque Keller

Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, October 20, 1995
3:00–5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of September 15, 1995 (copy attached)

3. Announcements

4. Update Items
   a. Distribute List of Committees
   b. Committee/Action Plan Reports
      1. Distance Education – Fritz
      2. Undergraduate Curricula – Gilbertson
      3. Graduate Education – Barrett
      4. Research and Other Scholarly Activity – Brown
      5. Outreach – Vacin
      6. Other Committee Reports
      7. Budget Status
   c. Academic Senate Report: Departmental Issues
   d. AgLEC Department Home Page

5. Discussion/Action Items
   a. Routing of RFPs, Funding Opportunities
   b. Annual Work Plans in Action Plan Areas
   c. Request for Adjunct Appointments in AgLEC
   d. AgLEC Mission Statement
   e. Academic Requests from Nebraska College of Technical Agriculture
   f. Brown-Bag Luncheon Seminar Series
   g. Selection of Program Leaders in Communications and Education
   h. Faculty Evaluations
   I. Other Items

6. Upcoming Staff Meeting Date (Third Friday):
   November 17, 3:00 – 5:00 p.m., 311 Ag Hall

7. Adjourn

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, OCTOBER 20, 1995
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Russell, Banset, Barrett, Bell, Brown, Burkholder, Casari, Fritz, Gilbertson, Keller, Kepler, Leininger, Lunde, Moody, Parsons, Silletto, Vitzthum

1. Meeting was called to order by Earl Russell.

2. Motion by Leverne Barrett and seconded by Susan Fritz to approve minutes of the last meeting, September 15, 1995. Motion carried.

3. **ANNOUNCEMENTS**

3a. Russell announced Jacque Keller was recently married and is now Jacque Keller.

3b. Leverne Barrett handed out copies of a project summary on "A Collaborative Effort to Change the Reward System for Teaching." Funding is from FIPSE and supplemented by a Kellogg grant. Leverne also announced Ardis Burkholder has now been moved to the position of Project Manager as of 10/16/95.

3c. NN21-Phase I is closing out, and Joyce Lunde has played a key role throughout the effort. Glen Vollmar, Liz Banset, and Bill Brown will form a new proposal for Phase II by January.

3d. Susan Fritz and Joyce Lunde are beginning a new FIPSE and Kellogg project. Rick Foster may have a site visit here in January.

3e.. Dan Wheeler, Bill Brown and Joyce Lunde are putting together a grant proposal.

3f. Tom Silletto announced his pre-proposal to the National Science Foundation entitled "Physics Fun" to support the 4-H program "Wheel'n in 4-H", which includes the use of radio-controlled pickups.

3g. Bill Brown announced Layman grants are available for up to $7500. Preliminary work may lead to full proposal.

3h. Next USDA Challenge grants are due in November.

3i. Russell had a recent meeting with Doug Christensen, Commissioner of Education, and they will both be meeting with Drs. Omtvedt and Edwards next Friday to discuss ties between the Nebraska Department of Education and IANR.

3j. Lloyd Bell reported the Satellite Conference regarding state mandated changes in teaching programs is October 30. This will be a "first" for AgLEC using this means of distance learning, and anyone who would like to observe is welcome.

AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, SEPTEMBER 15
3:00-5:00 PM 311 AG HALL

MINUTES

PRESENT: Russell, Head; Banset, Barrett, Brown, Casari, Crockett, Faber, Fowler, Fritz, Gilbertson, Jorgensen, Kepler, Leininger, Lunde, Parsons, Rice, Rockwell, Silletto, Vacin, Vitzthum, Wilhite; Guest: Jacque Boydston

1. Meeting was called to order by Earl Russell, with a welcome to all and especially that Myra Wilhite was able to be present after a recent serious auto accident.

2. Minutes of the last staff meeting, March 17, 1995, were approved. [The scheduled April 14, 1995 meeting had been cancelled.]

3. **ANNOUNCEMENTS**

3a. Joyce Lunde's newly published book was passed around the table: *Reshaping Curricula: Revitalization Programs at Three Land Grant Universities*, with M. Baker, F.H. Buelow and L.S.Hayes, Anker Publishing Company, Bolton, MA, 1995. Liz Banset and Laura Casari each have a chapter in the book.

3b. Jacque Boydston, new Department secretary, was introduced around the table and welcomed to the Department. Jacque's first day in the office will be Friday, September 29.

3c. Stan Haas may be able to attend the October or November staff meeting in Lincoln. He wants to participate, via electronic hook-up, in staff meetings on an occasional basis -- particularly when distance education is on the agenda.

3d. Faculty were reminded that Teaching Portfolios are to be submitted to Leverne Barrett by October 1.

3e. Barrett will be conducting training sessions September 20 on use of the COKER instrument in classroom observations of teaching. Additional trained observers are needed this fall for classroom visits, and faculty are encouraged to volunteer.

3f. Excess computer equipment in 311 Ag Hall is available. Items not chosen will be returned to Inventory on Tuesday, September 19. [Banset and Leininger will take a dot matrix printer and color monitor for the Nebraska Hall offices 141W/142W.]
A bookcase is available for claim in 310A Ag Hall.

3g. The Department has obtained a Departmental Parking Permit, which permits parking in selected campus spaces. The permit hang-tag is available for checkout from the department office, along with a map to the spaces.

3h. Dates announced by Dean Edwards for the annual CASNR Teaching Community Workshop are January 3-4, 1996. All teaching staff, including those on part-time contracts, are welcome to participate.

4. **UPDATE ITEMS**

4a. **Committee/Action Plan Reports**

1. Rockwell distributed a summary of the Distance Education Committee's activities since the August retreat, and a questionnaire for AgLEC faculty regarding distance education in-service needs.

2. Undergraduate Curricula. Gilbertson reported the committee has not met since the department retreat; no actions have been taken.

3. Graduate Education - Barrett. The Graduate Committee held a retreat in July 1995; has not met since the department retreat. Action plans for graduate education include the addition of communication, distance education and college teaching as areas of emphasis; offering the M.S. via distance learning; and development of a new Ph.D. program.

4. Research and Other Scholarly Activity - Brown. Aim is that each faculty member will be involved in research and scholarly activity, demonstrated with at least one peer-reviewed activity each year. The committee's action plan received positive response from ARD Dean Nelson. Ag Econ has expressed interest in collaborative scholarly activity with AgLEC faculty. Russell has initiated contact with Heads of Ag Econ and Biometry re external membership on the committee.

5. Outreach Committee - Vacin. Committee will seek input from re-formulated departmental Advisory Committee. Also will begin meetings this fall to plan in-service training programs to be offered at Agent Update in April 1996.

6. Departmental Guidelines Committee - Leininger has received material drafted by Banset and Lunde; Leininger has looked at University bylaws; committee plans to meet soon to assemble draft for faculty review.

4a. **Corrections/Additions to 1995-96 AgLEC Department Committees**

Distance Education:	Add Casari as volunteer member. Add Haas, Poley and Wilhite as appointed members (with Wilhite starting Spring 1996 semester).
Research Committee:	Add Fritz as elected member.
Undergrad Curriculum:	Add Vitzthum as appointed member for environmental programs.
Outreach Committee:	Add Haas and Wheeler as appointed members.

Add to committees list: **Intern Review Committee**: Gilbertson, chair; Bell, Brown, Casari, Leininger, and Russell - ex officio.

Promotion and Tenure Committee:

Vacin moved that previous committee members Barrett, Gilbertson, and Parsons (chair) be re-elected for 1995-96. Brown seconded. Following discussion, Vacin called the question and the motion to re-elect was voted. Motion carried.

Social Committee:

Jorgensen asked to be removed from membership on the committee. Kepler agreed to serve again, with stipulation that the committee needs guidance from the department on functions it should serve. Floor was opened for nomination of additional members. Lunde nominated Jacque Boydston; Vacin nominated Terry Meisenbach; Casari moved nominations close. The proposed committee membership would include: Boydston, Kepler, Meisenbach, Moody. Approved by unanimous consent.

4a.7. **Budget Status**
Russell distributed copies of the AgLEC General Operating Budget 7/1/95-6/30/96, with assurances he will work to try to get improvement in departmental allocations totals.

Russell announced that $300/per year professional development travel funds will continue to be budgeted through the department for tenure-line AgLEC faculty, 1995-1996.

4b. **CSREES - Comprehensive Departmental Review**
Russell will be in contact with USDA, which will coordinate the Cooperative State Research Education and Extension Service review, in conjunction with campus comprehensive review. External review members will include representatives from Washington, another campus department, another institution. Vacin suggested that February 1996, the previously designated target date for completion of the department review report, is too soon and proposed extending the time frame to April/May 1996. This will be discussed with the USDA contact.

5. **DISCUSSION/ACTION ITEMS**

5a. **Elections/Voting Rights Questions**
Russell reported on discussion with Vice Chancellor Omtvedt regarding rights and privileges of faculty who are tenure-line in AgLEC/budgeted outside the department. Omtvedt: six faculty in that status is "a disproportionately high number." Because votes have resource implications, zero-budgeted faculty should not have voting privileges. *Service* on committees, however, should be open and encouraged for all. Russell proposed a clarification to the voting rights question: *That voting rights be restricted to those faculty holding 25 percent or more budget appointment in the department.* Lunde observed this would amend previous departmental policy voted at August 17, 1994 department retreat. *[The [voting] membership of the AgLEC faculty shall consist of every person with the rank of instructor or above, holding a full, joint, or courtesy appointment in the AgLEC department.]* No vote was taken; the matter was referred back to the Guidelines Committee. Banset, Lunde, and Leininger will present findings at the October 20, 1995 staff meeting.

5b. **Annual Work Plans in Action Plan Areas**
Russell requested that action plan chairpersons think about an annual work-planning format for action plans, with firm, detailed, annualized plans for accomplishment within action plan areas. He will get a draft to chairpersons for comment.

5h. **Faculty and Department Head Evaluations**
Russell presented his thoughts on ways of connecting annual faculty evaluations with the action plans, with the aim of getting staff activities in line with plan objectives. A format of peer review could provide a mechanism for meshing individual activities with action plans. Within committees, peers would evaluate each member's participation in the work of the committee. Annual evaluations would be responded to by a group of peers, rather than the Head alone. Evaluations of the department Head would also be framed within the overall action plan.
Brown commended Earl on this idea for broadening the annual review process beyond the IANR format.

5c. **Request for Courtesy Appointments in AgLEC**
Russell presented vitas and requests for courtesy appointments in AgLEC from Janet Poley and Dan Wheeler.

Parsons moved to extend courtesy appointment to Janet Poley; the motion was seconded by Fritz; and the present staff *voted enthusiastically to offer Poley a courtesy appointment in the department.*
Parsons moved to extend courtesy appointment to Dan Wheeler; motion was seconded by Kepler; and present staff *voted enthusiastically to offer Wheeler a courtesy appointment in the department.*
It was agreed that both Poley and Wheeler will be great assets to the department.

5d. **Movement of Undergraduate Curriculum Proposals**
Gilbertson reported on status of the department's proposals for two new majors: Leadership in Agriculture and Natural Resources, and Communications in Agriculture and Natural Resources. The department undergraduate committee is still working on getting proposals to the CASNR Curriculum Committee.

5e. **Academic Requests from Nebraska College of Technical Agriculture**
Russell reported Dean Don Woodburn's interest in AgLEC offering, via distance education, an undergraduate course in Leadership Education for Curtis students, as well as graduate programs for faculty at NCTA -- with particular interest in Kay Rockwell's 826 course to get the group underway in January.

5f. **Brown-Bag Luncheon Seminar Series**
Russell proposed that Brown-Bag Seminars be scheduled for Wednesday and Friday noon hours, every couple of weeks, with an occasional rotation to Thursday noon to accommodate faculty who teach MWF noon classes.

5g. **Selection of Program Leaders**
Russell asked the faculties in Communication, Leadership, and Ag Education to meet and select a leader for their respective programs who would serve as a contact person for Earl in channeling information.

Other Items: Liz Banset will spend next week in Indianapolis as an intern in the ESCOP/ACOP Leadership Development Program. Her internship will be through Dean Edwards' office.

Meeting adjourned 5:00 PM
Next staff meeting: **October 20, 1995, 3:00-5:00 PM, 311 Ag Hall**

Submitted 9/18/95
June Crockett