April 1996 - Staff Meetings
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, January 17, 1997
3:00–5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of November 22, 1996 (attached)

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

4. Discussion Items
   a. Comprehensive Review Response
   b. UNL Reallocation Status
   c. Update on Search Committee
   d. Report on CASNR Recruiting
   e. Course Enrollments/Teaching Assignments
   f. AgLEC Research Priorities
   g. USDA Challenge Grants
   h. Fund for Rural America
   i. Nebraska Research Initiative Target Areas
   j. Other Items

5. Actions Items
   a. Ad Hoc Committee on Committees
   b. MBTI Team Report Workshop
   c. Other Items

6. Announcements

7. Adjourn
1. Call to Order

2. Approval of Minutes of January 17, 1997 (attached)

3. Action Items
      (Please bring your draft dated February 19)
   b. Report of the Ad Hoc Committee on Committees
      (Please bring your draft dated February 21)

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

5. Discussion Items
   a. Fund for Rural America RFP – special AgLEC meeting on Monday, February 24, 3:30-5:00 p.m., East Campus Union
   b. MBTI Team Report Brown Bag Session – Monday, February 24, 11:50 a.m.
   c. Use of Multimedia Lab
   d. Search Committee Status Report
   e. UNL’s 4% Reallocation Process
   f. Post Tenure Review Policy Discussion
   g. Other Items

6. Announcements

7. Adjourn
Agricultural Leadership, Education and Communication Staff Meeting  
Friday, February 21, 1997  
3:00-5:00 p.m., 311 Ag Hall

MINUTES

PRESENT:  Banset, Bell, Burkholder, Cheraghali, Fleming, Fritz, Gilbertson, James, Kepler, King, Leininger, Lunde, Parsons, Rockwell, Russell, Silletto

1. Meeting was called to order by Earl Russell.

2. Minutes of January 17, 1997, were approved.

3. Actions Items
   a. Official Response to Comprehensive Review Team Report – Lloyd Bell made the motion to adopt this document as AgLEC’s official response to the Comprehensive Review Team. Jerry Parsons seconded the motion. Lengthy discussion followed with several revisions proposed and accepted by the group. After the discussion session, the motion was amended to include “with revisions proposed today.” The vote was unanimous.

   b. Report of the Ad Hoc Committee on Committees – Joyce Lunde introduced the report and made the motion that the AgLEC Department accept the report from the Ad Hoc Committee on Committees. Anita Leininger seconded it. Much discussion followed and then the motion carried unanimously. Implementation details are to be worked out by the time of the August faculty retreat, and the new committee/task force structure will take effect at that time. Earl Russell thanked the committee and officially discharged the Ad Hoc Committee on Committees.

4. Announcements
   a. Fund for Rural America RFP – special AgLEC meeting on Monday, February 24, 3:30-5:00 p.m., East Campus Union
   b. MBTI Team Report Brown Bag Session – Monday, February 24, 11:50 a.m.
   c. A faculty person from AgLEC needs to be nominated to the Academic Senate. (Kay Rockwell subsequently agreed to be nominated.)
   d. Reallocation Process Discussion and Budget Information sheets were passed out.

5. Meeting adjourned at 5:10 p.m.

Next regular staff meeting: March 21, 1997, 3:00-5:00 p.m., Room 311 Ag Hall

Submitted 2/24/97
Betty James
DISTANCE EDUCATION COMMITTEE

Report from February 17th meeting:

1. In cooperation with OPOD, a proposal entitled “Distance Education Teaching Training: A Practicum Experience” was submitted for NN21 mini grants.
   Funding received: $8,000

2. A letter was sent to Glen Vollmar in which we addressed the following topic:

   It is the Department’s intent to support IANR’s Action Plan on distance education (Nov. 1996) to deliver courses via distance methods. We also believe IANR’s Nov. 1996 Action Plan on distance education needs adjustment. It fails to emphasize the need for looking at distance education as an “academic” topic for food systems education in 2020. The system is currently focused on (a) the infrastructure, (b) the technology needed to deliver via distance, and (c) identifying type of faculty support needed to deliver via distance. We need to address the issue of distance education as an academic topic and prepare future leaders with knowledge about distance learning along with basic skills they can apply in the variety of jobs they enter. Consequently, we must look at distance education under two headings:
   — using distance methods to deliver educational materials
   — preparing future leaders academically to apply distance educational strategies.

   We need language such as: Build capacity to current and future educators/trainers to develop and implement distance education in curriculums in a variety of educational settings.

Report from March 17th meeting

1. A faculty position request was submitted to Earl Russell
   Title: Assistant or Associate Professor of Distance Learning
   Tenure leading
   Research — 50%; Outreach — 50%

2. A concept paper has been drafted for the FUND FOR RURAL AMERICA
   Title: Identifying and Using Collaborative Policies to Develop a Cooperative Dual Functioning Distance Education Masters/In-Service Program for Food Systems Education
   Focus: a. Research on collaborative policies among institutions regarding distance education
   b. Leadership education masters program

Future agenda items: Review the Action Plan on “Building Distance Education as an Academic Area” and identify how the Task Force can self-destruct and incorporate into existing committees.
1. Call to Order

2. Approval of Minutes of February 21, 1997 (attached)

3. Introduction of Jeff Thomas, Candidate for Faculty Position

4. Update Items
   a. Committee/Action Plan Reports
      1. Distance Education – Rockwell
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      3. Graduate Education – Barrett
      4. Research and Other Scholarly Activity – King
      5. Outreach – Wheeler
      6. Other Committee Reports
   b. Budget Status (deferred until April 18 meeting)

5. Discussion Items
   a. Committee on Committees Report Follow-up
   b. Honors Course – Fritz
   c. ALEC 102 Requirement in Electrical Engineering – Fritz
   d. Use of Multimedia Lab
   e. Post Tenure Review Policy Discussion
   f. Other Items

6. Action Items
   a. P&T Committee Recommendations on Courtesy Appointments for
      Jim Danielson, Kathleen Lodl, and Gwen Nugent
   b. MBTI Use in Courses
   c. Other Items

7. Announcements

8. Adjourn
1. Call to Order

2. Approval of Minutes of March 21, 1997 (attached)

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

4. Discussion Items
   a. Summer Hours
   b. Trial Electronic AgLEC Newsletter
   c. Multimedia Cart – Multimedia Center
   d. Course Scheduling in Room 311
   e. Graduate Student Computer Use
   f. Texas A&M Visit
   g. Other Items

5. Action Items
   a. Nominating Committee
   b. MBTI Use in Courses (cont.)
   c. Retreat Dates
   d. AgLEC Representative on CASNR Faculty Advisory Council
   e. Laptop Computer Use/Policy
   f. Other Items

6. Announcements

7. Adjourn
Agricultural Leadership, Education and Communication Staff Meeting
Friday, April 18, 1997
3:00–5:00 p.m., 311 Ag Hall

MINUTES

PRESENT: Banset, Barrett, Cheraghali, Fleming, Fritz, Gilbertson, Huntwork, James, King, Leininger, Russell, Silletto

1. Meeting was called to order by Earl Russell.

2. Minutes of March 21, 1997, meeting were approved.

3. Announcements – Terry Meisenbach is taking a USDA senior level management position as Leader for Communication and Information Access within CSREES’ Communication, Technology and Distance Education in Washington, D.C. Sandy Jorgensen and Ardis Burkholder are making significant progress on the departmental Home Page. More work needs to be done as items are updated. As offer was made to Jay Barbuto last Sunday. He has conditionally accepted based on salary negotiations.

4. Update Items
   a. Committee/Action Plan Reports
      1. Distance Education – Jim King reported that there was an April 14th meeting to plan the distance education faculty development practicum which will be held next May. It will be to teach faculty how to do distance education. The Fund for Rural America proposal is due April 28 and ten states have agreed to participate.
      2. Undergraduate Curricula – Ozzie Gilbertson reported that the committee has not met. The new committee structure will not be a problem for this committee.
      3. Graduate Education – Leverne Barrett reported that they approved Lana Johnson’s proposal to teach a class on scientific illustration. Also, they have a new proposal from Jim King for a class.
      4. Research and Other Scholarly Activity – Jim King reported that a rating sheet for the Fund for Rural America was passed out with the proposal for internal faculty review. Comments are due to Jim by Monday, April 21. There is a Call for Proposals from the Department of Education for projects involving K-12.
      5. Outreach – Dick Fleming reported that the Extension Affiliate meetings during April Preview went well. The Affiliates appreciated that faculty came and stayed for most if not all of the meeting. We have about 40 Affiliates now. The Advisory Committee has been formed and needs to be approved by Irv Omtvedt.
      6. Teaching Evaluation and Improvement Committee – Liz Banset reported on their meeting. A motion was made to accept the report of the Teaching Evaluation and Improvement Committee. Motion carried. Discussion followed regarding conflict with teaching improvement. Details need to be determined on leadership. Also, there was some discussion on the IANR requirements for #2. Motion was made to table the motion to accept the committee’s report until this can be checked out. Motion carried. We will revisit this in September after questions are answered.
   b. A budget report was given by Earl Russell. Dave Reifschneider and Rene Gellatly are advising us on setting up a system for allocating money to each faculty member and tracking expenses. Faculty expressed support for a more systematic approach to budget management, including the use of individual account numbers on the copying machine.

There is a NACTA conference on distance learning June 22-25 in Ames, IA. Faculty are encouraged to attend and we will use some of the indirect cost money for travel to this conference.
5. Discussion Items
   
a. **Summer Hours** – The department will be open 7:30 a.m.-4:30 p.m. beginning Monday, May 12 until Friday, August 15. These are the regular UNL summer hours.

b. **Trial Electronic AgLEC Newsletter** – There was discussion on having an electronic newsletter for AgLEC. Liz Banset suggested it be put on the web. A reminder will be sent on e-mail that the newsletter is available as it is published. A newsletter will be prepared for June 1st distribution. The main focus will be internal.

c. **Multimedia Cart/Multimedia Center** – Jim King reported on the progress of the new multimedia cart that will be ordered for 311 Ag Hall. The priority is a bright projector and computer. A final decision on what to order will be made April 29.

d. **Course Scheduling in Room 311** – In scheduling 311 Ag Hall, priority will be given to people planning to use the new multimedia equipment.

e. **Graduate Student Computer Use** – Susan Fritz discussed the fact that one student has asked to use a computer in the department. Discussion followed. We can direct students to the computer labs or, if only one student is asking to use a computer, should we let them use a computer in the department? Jim King indicated he has a laptop which could be upgraded for such use. Earl asked that we proceed on that basis.

f. **Texas A&M Visit** – Susan Fritz and Ozzie Gilbertson visited Texas A&M University this week. A primary focus there is Ag Development. They have lots of students in a class (i.e., 160). We need to very soon rename our option to “development” or some similar name rather than “non-teaching.”

6. a. **Nominating Committee** – A motion was made that the department head appoint the candidates for committee membership. It was seconded and carried unanimously.

b. **MBTI Use in Courses** – This discussion will be continued in the fall.

c. **Retreat Dates** – The department retreat will be held August 18-19, 1997. It was suggested that the retreat be held at Camp Calvin Crest.

d. **AgLEC Representative on CASNR Faculty Advisory** – Liz Banset is completing her term. Ozzie Gilbertson was nominated to succeed Liz. It was seconded and motion carried.

e. **Laptop Computer Use/Policy** – Discussion was held. Departmental projects should be top priority for use of the laptops. Graduate assistants may check out the laptops but it is possible a faculty member could bump them unless their faculty supervisors check out the laptops for them to use on department projects (not graduate course work). It would be good to have a third laptop at times.

f. **Brown Bag Session** – There will be a brown bag session on Monday, April 21, with Don Edwards, Bruce Sandhorst, Polly Tandon, and Paul Erickson regarding services available from Information Services and the multimedia center located in Ag Hall. All are encouraged to attend.

7. **Announcements** – Tom Silletto announced that $72,000 has been allocated to renovate the L.W. Chase Hall lab. This lab will be used heavily by Ag Education students.

Meeting adjourned at 5:15 p.m.

Next regular staff meeting: September 1997, Room 311 Ag Hall (specific time TBA)

Submitted 4/28/97
Betty James
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, March 21, 1997
3:00–5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of February 21, 1997 (attached)

3. Introduction of Jeff Thomas, Candidate for Faculty Position

4. Update Items
   a. Committee/Action Plan Reports
      1. Distance Education – Rockwell
      2. Undergraduate Curricula – Gilbertson
      3. Graduate Education – Barrett
      4. Research and Other Scholarly Activity – King
      5. Outreach – Wheeler
      6. Other Committee Reports
   b. Budget Status (deferred until April 18 meeting)

5. Discussion Items
   a. Committee on Committees Report Follow-up
   b. Honors Course – Fritz
   c. ALEC 102 Requirement in Electrical Engineering – Fritz
   d. Use of Multimedia Lab
   e. Post Tenure Review Policy Discussion
   f. Other Items

6. Action Items
   a. P&T Committee Recommendations on Courtesy Appointments for
      Jim Danielson, Kathleen Lodl, and Gwen Nugent
   b. MBTI Use in Courses
   c. Other Items

7. Announcements

8. Adjourn
Agricultural Leadership, Education and Communication Staff Meeting
Friday, March 21, 1997
3:00–5:00 p.m., 311 Ag Hall

MINUTES

PRESENT: Banset, Barrett, Bell, Cheraghali, Fleming, Fritz, Furgason, Gilbertson, James, King, Parsons, Rockwell, Russell, Silletto, Thomas (guest)

1. Meeting was called to order by Earl Russell.

2. Minutes of February 21, 1997, meeting were approved.

3. Jeff Thomas, Candidate for Assistant Professor-Leadership, was introduced. Earl Russell announced that Ozzie Gilbertson has received the 1997 L. K. Crowe Outstanding Undergraduate Student Adviser Award. Also, Jim King, Jim Randall, and Carl Mesecher received the Bronze Award for Distance Education and Instructional Design from Agricultural Communications in Education.

4. Update Items
   a. Committee/Action Plan Reports
      1. Distance Education – Kay Rockwell reported that funding in the amount of $8,000 has been received from NN21 for a proposal entitled “Distance Education Teaching Training: A Practicum Experience.” Dan Wheeler and Kay Rockwell are co-leaders. A letter was sent to Glen Vollmar to address the issue of distance education in IANR’s Action Plans. A faculty position request was submitted to Earl Russell for an Assistant or Associate Professor of Distance Learning. A concept paper has been drafted for the Fund for Rural America. The King, Rockwell, Russell ARD proposal has been endorsed by the ARD Review Team.

   2. Undergraduate Curricula – No report.

   3. Graduate Education – Leverne Barrett reported that the committee met with Merlin Lawson, Dean of Graduate Studies. Dr. Lawson suggested that the department proceed with specializations first, then proceed to Ph.D. program development. Two prospective students from Texas A&M University will be on campus April 3-4. A Graduate Committee retreat will be held at Kay Rockwell’s cabin.

   4. Research and Other Scholarly Activity – Jim King reported there are ARD funds available for research. It is possible to team up with a faculty member with an ARD appointment to submit a request for these funds if a faculty member does not have an ARD appointment.

   5. Outreach – Dick Fleming reported that there will be Extension Affiliate meetings on April 8 at the East Campus Union during April Preview. About 22 new names have been added to the listserv. The plan is to put items on the listserv about every ten days. The Advisory Council is being set up and is in the process of being approved.

   b. No budget report due to staffing changes in Finance and Personnel – will have one at the April staff meeting.
5. Discussion Items

a. Committee on Committees Report Follow-up – Committee chairs should be thinking about ways to begin the new structure by August. Bring detailed plans to the April 18th Staff Meeting.

b. Susan Fritz reported that there will be an honors section of ALEC 103 in the Fall Semester. Sheila Kepler will be teaching it on Tuesday-Thursdays.

c. Susan Fritz reported that Electrical Engineering will be requiring ALEC 102 in their major next year. Also, Don Edwards has agreed to increase ALEC 102 from 10 sections to 12 sections for Spring 1998.

d. There was discussion on faculty use of the Multimedia Lab located in Ag Hall. AgLEC faculty are making good use of it but there are some problems regarding availability of the Smart Cart. Earl Russell has a meeting with Don Edwards and Bruce Sandhorst on Monday, March 24, to discuss some of these issues.

e. The Post Tenure Review Policy was discussed. Jerry Parsons will be attending the April Academic Senate meeting. Give your concerns to Jerry about this new policy to take to the meeting. Kay Rockwell and Terry Meisenbach are candidates for the next term of the Academic Senate.

f. Other items – Jerry Parsons brought up the issue of staffing problems for courses in the next academic year. Early efforts will be made to resolve these issues.

6. a. The P&T Committee has recommended approval of Courtesy Appointments for Jim Danielson, Kathleen Lodl, and Gwen Nugent. After some discussion, Leverne Barrett made a motion to approve the three appointments. Kay Rockwell seconded it. Motion passed unanimously.

b. MBTI Use in Courses – Some students have been complaining they are getting the MBTI in multiple AgLEC classes. There was general consensus that if a student has taken the MBTI, they don’t need to take it again. Sitting in on the discussion a second time can be beneficial. If a student has it three or more times, it can seem like very old news. Liz Banset brought forth the suggestion that students take the MBTI in the 103 Intro class. This class is a requirement for all CASNR students. This suggestion should be followed up on. More discussion of this matter will be scheduled for the April 18th staff meeting.

Meeting adjourned at 5:00 p.m.

Next regular staff meeting: April 18, 1997, 3:00-5:00 p.m., Room 311 Ag Hall

Submitted 3/26/97
Betty James
Department of Agricultural Leadership, Education and Communication  
Staff Meeting Agenda  
Friday, February 21, 1997  
3:00–5:00 p.m.  
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of January 17, 1997 (attached)

3. Action Items  
      (Please bring your draft dated February 19)  
   b. Report of the Ad Hoc Committee on Committees  
      (Please bring your draft dated February 21)

4. Update Items  
   a. Committee/Action Plan Reports  
      1. Distance Education – Rockwell  
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      4. Research and Other Scholarly Activity – King  
      5. Outreach – Wheeler  
      6. Other Committee Reports  
   b. Budget Status

5. Discussion Items  
   a. Fund for Rural America RFP – special AgLEC meeting on Monday, February 24, 3:30-5:00 p.m., East Campus Union  
   b. MBTI Team Report Brown Bag Session – Monday, February 24, 11:50 a.m.  
   c. Use of Multimedia Lab  
   d. Search Committee Status Report  
   e. UNL’s 4% Reallocation Process  
   f. Post Tenure Review Policy Discussion  
   g. Other Items

6. Announcements

7. Adjourn
Agricultural Leadership, Education and Communication Staff Meeting  
Friday, February 21, 1997  
3:00–5:00 p.m., 311 Ag Hall

MINUTES

PRESENT: Banset, Bell, Burkholder, Cheraghali, Fleming, Fritz, Gilbertson, James, Kepler, King, Leininger, Lunde, Parsons, Rockwell, Russell, Siletto

1. Meeting was called to order by Earl Russell.

2. Minutes of January 17, 1997, were approved.

3. Actions Items
   a. Official Response to Comprehensive Review Team Report – Lloyd Bell made the motion to adopt this document as AgLEC's official response to the Comprehensive Review Team. Jerry Parsons seconded the motion. Lengthy discussion followed with several revisions proposed and accepted by the group. After the discussion session, the motion was amended to include “with revisions proposed today.” The vote was unanimous.

   b. Report of the Ad Hoc Committee on Committees – Joyce Lunde introduced the report and made the motion that the AgLEC Department accept the report from the Ad Hoc Committee on Committees. Anita Leininger seconded it. Much discussion followed and then the motion carried unanimously. Implementation details are to be worked out by the time of the August faculty retreat, and the new committee/task force structure will take effect at that time. Earl Russell thanked the committee and officially discharged the Ad Hoc Committee on Committees.

4. Announcements
   a. Fund for Rural America RFP – special AgLEC meeting on Monday, February 24, 3:30-5:00 p.m., East Campus Union
   b. MBTI Team Report Brown Bag Session – Monday, February 24, 11:50 a.m.
   c. A faculty person from AgLEC needs to be nominated to the Academic Senate. (Kay Rockwell subsequently agreed to be nominated.)
   d. Reallocation Process Discussion and Budget Information sheets were passed out.

5. Meeting adjourned at 5:10 p.m.

Next regular staff meeting: March 21, 1997, 3:00-5:00 p.m., Room 311 Ag Hall

Submitted 2/24/97
Betty James
1. Call to Order

2. Approval of Minutes of November 22, 1996 (attached)

3. Update Items
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5. Actions Items
   a. Ad Hoc Committee on Committees
   b. MBTI Team Report Workshop
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7. Adjourn
Agricultural Leadership, Education and Communication Staff Meeting  
Friday, January 17, 1997  
3:00–5:00 p.m., 311 Ag Hall

MINUTES

PRESENT: Banet, Barrett, Cheraghali, Fleming, Gilbertson, James, Kepler, King, Leininger, Lunde, Rockwell, Russell

1. Meeting was called to order by Earl Russell.

2. Minutes of November 22, 1996, were approved.

3. UPDATE ITEMS
   a. Committee/Action Plan Reports
      1. Distance Education – Kay Rockwell reported that the proposal for the week-long practicum has been submitted to NN-21. The ARD proposal by King, Rockwell, and Russell that has gone forward for ARD review will focus on policy issues on distance education. Jim King’s distance education class started this week with 16 students. Kay described her distance class that is being held this semester. Joyce Lunde's class is not distance this semester but she does have one student from Gering.

      2. Undergraduate Curricula – Ozzie Gilbertson reported that the committee has met so they have no report. Since Bill Brown is no longer here, should he be replaced on this committee at this time? It was decided not to replace Brown now. Susan Fritz was appointed to follow up with Terry Meisenbach regarding brochures for the AgLEC minor prior to fall registration. Do we have any left?

      3. Graduate Education – Leverne Barrett reported that we have admitted five new students. The graduate classes are underway and going well. The graduate program name change to Leadership Education has been approved by President Smith. It apparently does not have to go through the Regents. The new graduate handbook is complete and contains the new name. A new brochure will be coming out shortly.

      4. Research and Other Scholarly Activity – Jim King reported about information from the National Science Foundation regarding research instrumentation. The committee is looking at it to see if there is any interest in submitting a proposal.

      5. Outreach – Dick Fleming reported that 21 people have signed up for the AgLEC Affiliates Outreach Meeting on January 24, 1997, in Grand Island. Everyone who signed up to go should have received the agenda. The listserv for the AgLEC Affiliates has been brought up-to-date by Pam Solano and we hope to be putting items on it on a regular basis. It was suggested that the Outreach Committee send relevant items from AgLEC staff meetings to listserv members to keep them informed of departmental activities.

      Everyone should have received a copy of Darrell Nelson’s memo regarding Outreach Policy Issues. Also, this issue is currently being discussed by the IANR Vice Chancellor’s Council. It is the Outreach Committee’s recommendation that AgLEC follow the guidelines that are in place now and not take any action until we get something from the Vice Chancellor’s Council. If anyone has any questions after reading the memo from Darrell Nelson, contact Dick Fleming or Dan Wheeler.

   b. Budget Status – Earl Russell passed out updated budget charts. The teaching travel is over budget so we need to cut back on travel that is charged to teaching. Barrett raised the question about charges for the search for Bill Brown’s replacement. Does the department have to pay all those costs? Joyce Lunde inquired about the costs for distance education courses. Earl Russell assured her that the department and CASNR will support such risk taking by faculty. Salary savings, equipment funds and indirect cost funds are also available in the AgLEC budget. These items should not become an expected part of the operating budget of the department, but should be used to support new initiatives and proposal development.
4. Discussion Items

   b. UNL Reallocation Status – The reallocation process is still under discussion by the Deans and the Chancellor. The leadership initiative is going to be considered for reallocation. General priority areas for IANR are being considered for reallocation, not department by department. If IANR succeeds in these requests, funds would then be made available to appropriate departments.

   c. Update on Search Committee – Leverne Barrett reported that we received 70 applications for the Leadership position. The pool has been reduced to 14. Letters have gone out to those 14 asking for more information by February 7. Then the applicants will be reduced to three to five by the week of February 18th. Interviews hopefully will be conducted in late February or early March. The Search Committee is Barrett, Fritz, Gilbertson, Kepler, May and Wheeler.

   d. Report on CASNR Recruiting – Lloyd Bell is ill so this will be deferred until the next staff meeting. Sue Voss has asked that we identify a contact person in AgLEC for students who drop in or come on visits. Sandy Jorgensen will be suggested as that contact person.

   e. Course Enrollments/Teaching Assignments – Enrollment numbers are up in most classes. Leadership faculty should compare the course content of 102 and 237 and look for duplication and how it may be resolved.

   f. AgLEC Research Priorities – Darrell Nelson sent a memo asking for suggestions to help identify target areas for reallocated Nebraska Research Initiative funds. Earl would like advice from the Research and Scholarly Committee by February 10th. Also, a response from anyone can be given to the committee or Earl. Also, the Research and Scholarly Activities Committee needs to address overall ARD/AgLEC priorities at an early date.

   g. USDA Challenge Grants – Fritz, Lunde, and Chris Townsend of Texas A&M are working on a Challenge Grant. Also, Burkholder and Barrett will have one. There may be others as well.

   h. Fund for Rural America – Earl is on the NCA-24 USDA Committee on Agricultural Education Research, and they met recently in St. Louis. Henry Bahn is the USDA link to this research committee. The Fund for Rural America will include $300 million ($100 million per year for three years) as part of the Farm Bill available for funded projects. Mac McCaslin will lead a regional effort from Ohio State. This fund will cover a number of social science efforts. Also, Henry Bahn is interested in ideas for smaller projects ($60,000-$80,000). Earl will make the contact with Henry Bahn and help direct any ideas from faculty for projects.

   i. Other Items – Leverne Barrett serves on the IANR Faculty Liaison Committee and represents teaching. He would like to have any concerns from faculty to bring to the committee. It is Irv Omtvedt’s committee. Irv listens to the concerns and reports back as to what he has accomplished.

5. Actions Items
   a. Ad Hoc Committee on Committees – Joyce Lunde will chair the Ad Hoc Committee on Committees. Lloyd Bell, Susan Fritz, and Jerry Parsons will serve as members. The goal is to have fewer committees by March 1st.

   b. MBTI Team Report Workshop – The MBTI Team Report Workshop is scheduled for Monday, January 27, 11:30 a.m. - 1:00 p.m. in Room 311 Ag Hall.

6. Announcements – Letters for research travel funds have been sent out from the Associate Vice Chancellor's office. Only faculty eligible for this received letters. Responses are due back by February 1st.

7. Meeting adjourned at 5:10 p.m.

Submitted 1/21/97
Betty James
1. Call to Order

2. Approval of Minutes of October 18, 1996 (copy attached)

3. Update Items
   a. Committee/Action Plan Reports
      1. Distance Education – Rockwell
      2. Undergraduate Curricula – Gilbertson
      3. Graduate Education – Russell
      4. Research and Other Scholarly Activity – King
      5. Outreach – Wheeler
      6. Other Committee Reports
   b. Budget Status

4. Discussion Items
   a. UNL Reallocation Status
   b. AgLEC Redirection Feedback and ARFAs
   c. University-wide Departmental Teaching Award Progress – Parsons
   d. AgLEC Research Priorities
   e. AgLEC Graduate Education Issues
   f. Ties with Turkey – Fritz
   g. ALEC 805 Progress – Lunde
   h. NCTA Visit – Fritz and Lunde
   i. Need for Student Workers
   j. Professional Development Leave Policy and Planning
   k. Others

5. Actions Items
   a. Student Club Advisement Rotation System – Bell
   b. AgLEC Outreach Policy Issues – Russell
   c. Others

6. Announcements

7. Adjourn
Agricultural Leadership, Education and Communication
Staff Meeting
Friday, November 22, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Banet, Barrett, Bell, Brown, Cheragi, Fritz, Furgason, Gilbertson, James, Kepler, King, Leininger, Meisenbach, Moody, Parsons, Rockwell, Russell, Vitzthum, Wheeler

1. Meeting was called to order by Earl Russell.

2. Minutes of October 18, 1996, were approved.

   Grant Grotelueschen, father of Jason and Justin Grotelueschen, was killed this morning in a car accident. Jason and Justin are both Agricultural Journalism majors. Jerry Parsons made a motion for AgLEC to send an appropriate memorial using the departmental Gift Fund. Motion passed unanimously.

   Jim King announced that Kay Rockwell received the American Evaluation Association “Excellence in Evaluation Training Award” recently in Atlanta, Georgia.

3. UPDATE ITEMS
   a. Committee/Action Plan Reports
      1. Distance Education — Kay Rockwell reported that the committee met. The Iowa/Arkansas Satellite Conference will be coming up in April. The proposal for the week-long practicum was not funded, but it may be submitted elsewhere. The position description for a faculty position in distance education was submitted to Earl Russell as a part of AgLEC’s budget reallocation proposal.

      2. Graduate Education — Earl Russell reported that the committee has not met. The name change for the masters program from “agricultural education” to “leadership education” has been approved unanimously by the UNL Academic Planning Committee.

      3. Research and Other Scholarly Activity — Jim King would like comments on the distance education policy research proposal that has been circulated in the department by next Tuesday.

      4. Outreach — Dan Wheeler reported that the AgLEC Affiliates Outreach Meeting has been set for January 24, 1997, at College Park in Grand Island. Ten people have signed up so far. He encouraged everyone in the department to attend, if possible.

      5. Other Committee Reports — Joyce Lunde reported that the Teaching Portfolios are almost all completed.

   b. Budget Status — Earl Russell reported that an updated budget report will be given in January.

4. Discussion Items
   a. UNL Reallocation Status — Don Edwards asked for additional information on our position descriptions. Deans have begun meeting with department heads. So far, AgLEC has not been contacted about a meeting.

   b. AgLEC Redirection Feedback and ARFAs — Faculty need to meet with Russell on their redirection proposals. Lunde, Gilbertson, and Bell still need to meet with Russell.

   c. University-wide Departmental Teaching Award Progress — Parsons reported that we have made the first screen on the teaching award. We have until December 1st to supply additional materials. Any suggestions are welcomed. The winning department will receive $25,000.
d. **Undergraduate Curricula** – Gilbertson reported that the committee met and action was taken on several items.

e. **AgLEC Research Priorities** – Research priorities need to be identified for the department to help faculty get research appointments and for position searches. The Research and Scholarly Committee will take this on as an activity.

f. **Ties with Turkey** – Fritz reported that she traveled to Ege University in Turkey with Dean Merlin Lawson and Jean Aigner. There could be 3,000 students on full scholarship coming to the United States from Turkey. In a recent ranking of U.S. institutions, UNL didn’t fare very well though CASNR ranked high. Fritz shared information with applicants who may be coming to the United States to study. They have shown an interest in college teaching and extension and they check the IANR website for information.

g. **ALEC 805 Progress** – Lunde reported that her class is going well. There are limitations and lots of issues to deal with. ALEC 805 will be taught again next semester (will be distance again in the fall) and, ALEC 905 is in the process of being approved as a distance course.

h. **NCTA Visit** – Fritz reported that she traveled to Curtis with Lunde and met with Dean Don Woodburn and Jerry Sunquist. The 102 course will be offered in Curtis in the fall as a distance course. We have a contractual agreement with NCTA so they are buying the time for this course on Tuesdays and Thursdays.

i. **Need for Student Workers** – There was discussion of our need for student workers. Faculty suggested that Betty James should make the determination as to how many hours per week a student worker will work for us.

j. **Professional Development Leave Policy and Planning** – There has been a request from a faculty member for faculty leave for next fall. Requests need to be in at least six months in advance for Regents approval. Early in 1997 Russell would like to put a schedule in place for a rotation of faculty professional development leave. He urges all eligible faculty to consider a time with they could take a leave.

5. **Actions Items**

a. **Student Club Advisement Rotation System** – Bell requested consideration of a rotation system for advising student clubs. Barrett, Bell, and Gilbertson will review this matter and report back at the January meeting.

b. **AgLEC Outreach Policy Issues** – Russell would like a set of recommendations for the department on how to handle requests from outside organizations for outreach activities. The Outreach Committee will work on this and report back at the January meeting.

c. **Others** – Gilbertson moved that AgLEC proceed with pursing an appeal of the CASNR Curriculum Committee denial of our request to have ALEC 202 and 302 approved as courses which could be used in the fulfillment of the Humanities and Social Sciences requirements. Fritz seconded. Motion carried.

6. **Announcements** – For second semester, faculty meetings will be held the third Friday of each month from 3:00-5:00 p.m. – January 17, February 21, March 21, and April 18.

7. Meeting adjourned at 5:15 p.m.

Next regular staff meeting: January 17, 1997, 3:00-5:00 p.m., Room 311 Ag Hall

Submitted 11/25/96

Betty James
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, October 18, 1996
3:00–5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of September 20, 1996 (copy attached)

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

4. Discussion Items
   a. UNL Reallocation Process (please bring your copy of Darrell Nelson’s
      October 16 memo and attachments)
   b. AgLEC Redirection Plan and Feedback (copy attached)
   c. ARFAs, Teaching Portfolios, and P&T Packages
   d. University-wide Departmental Teaching Award Nomination Progress
   e. Draft Policy on Consulting and Serving as an Expert Witness (copy attached)
   f. CLD Workshop Policy Implementation (memo and draft form attached)
   g. Myers-Briggs Type Indicator Team Report (copy attached)
   h. Student Library/Resource Room
   i. Other Items

5. Actions Items
   a. 
   b. 

6. Announcements

7. Adjourn
Agricultural Leadership, Education and Communication
Staff Meeting
Friday, October 18, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Banset, Barrett, Bell, Brown, Fritz, Gilbertson, James, Kepler, King, Leininger, Meisenbach, Moody, Parsons, Russell

1. Meeting was called to order by Earl Russell.

2. Minutes of September 20, 1996, were approved.

3. UPDATE ITEMS
   a. Committee/Action Plan Reports
      1) Distance Education – Jim King reported that the committee has not met; a meeting is scheduled for next week.

      2) Undergraduate Curricula – Ozzie Gilbertson reported that a new course “Leadership through the Classics” is being developed. A meeting with Edwards, Meisenbach, Norton, and Russell is scheduled for October 30, 1996, to discuss Ag Journalism. Brown’s new 802 course is moving forward and a new handbook is being developed.

      3) Graduate Education – A new brochure developed by King and Parsons on spring courses is out.

      4) Research and Other Scholarly Activity – This committee will be compiling a report on faculty R&SA peer review activities. This report will be submitted to the department head about December 1, covering the preceding 12 months.

      5) Outreach Committee – Dan Wheeler was not present but it was reported that a workshop for Affiliates has been scheduled for January or February 1997.

      6) Other Committee Reports – There are three due dates (October 31, November 8 and November 15) for the Teaching Portfolios. Everyone needs to sign up for a due date. Gamma Sigma Delta has made its selection for the teaching award. It has not been announced yet.

   b. Budget Status – Budget sheets prepared by Carol Cartwright were discussed. Clarification will be obtained and reported at the November 22 meeting.

4. DISCUSSION/ACTION ITEMS

UNL Reallocation Process – Each department in IANR is to propose 1997-99 budget cuts of 6%, a level budget, and a budget with a 6% increase that could take effect July 1, 1997. Discussion of where to make possible cuts followed. The department cannot propose any cuts in tenured or tenure-line faculty. Operating dollars cannot be used. Cuts can be proposed for hourly, graduate assistants, office/service, and managerial professional. We must cut about $24,000 per year for two years. A meeting was set for Friday, October 25, at 4:00 p.m. to further discuss this issue. In the meantime, Earl Russell will find out answers to several questions that were raised during the discussion. All faculty and staff will be invited to the meeting on October 25.
Agricultural Leadership, Education and Communication
Thursday, October 31, 1996
3:00–5:00 P.M., 311 AG HALL
Notes from Meeting with Don Edwards

PRESENT: Banset, Barrett, Bell, Brown, Edwards, Furgason, Gilbertson, James, Jorgensen, King, Leininger, Meisenbach, Moody, Parsons, Rockwell, Russell

Meeting was called to order by Earl Russell.

Some members of the group thought they heard September exit report recommendations of the Comprehensive Review Team that technical writing be transferred to another unit such as English or be phased out, and that Ag Journalism be phased out. In light of current reallocation efforts as we await the written report from the Review Team, Dean Don Edwards was invited to meet with faculty and staff to discuss "what if" questions and concerns. No decisions are to be made at this meeting.

Dean Edwards thanked the group for inviting him. He said the AgLEC department had one of the better departmental reviews and it will be used as an example for other departments, and for the upcoming IANR review. The Review Team made good suggestions. Dean Edwards feels that technical writing should not be closed out by this university.

Parsons, Banset and Leininger will be meeting with Linda Pratt, Chair of the English Department, to explore possibilities. Parsons voiced the concern that if technical writing leaves AgLEC that it may not have the specialized kind of teaching and experienced instructors that AgLEC provides.

Edwards asked of the group "Where do you want to go in the next 5-10 years as a department? Is there a better way of managing and packaging technical writing?" Ideas are just exploratory at this time. The bottom line is joint programs with other departments. The UNL Reallocation Process may force us to come to some conclusions in the next couple of months. Leadership education is a strong area. There needs to be more meshing; no unit can do everything on their own.

Terry Meisenbach reported on a recent meeting on the recommendation concerning Ag Journalism with Dean Will Norton and Associate Dean Linda Shipley from the College of Journalism and Mass Communication, Don Edwards, and Earl Russell. It was a very positive meeting. They are encouraging and supportive of Ag Journalism. J & MC is looking for new opportunities.

Edwards discussed Student Credit Hours and Student Credit Hours/FTE using data from John Benson, Director of Institutional Research and Planning. Edwards said that we should be cautious of the data. With the cautionary note, we rank relatively high in overall student credit hours generated by departments in CASNR, but relatively low in student credit hours/FTE. This latter comparison is due to class sizes in AgLEC generally not exceeding 25 students because of the labor intensive nature of the courses we teach. The numbers are not used against AgLEC.

Dean Edwards indicated that if we want more operating dollars, AgLEC needs more research appointments. Research is where the operating dollars are. Also, externally funded contracts and grants are other great sources.

Potential growth areas for AgLEC in reallocation are a Distance Education position (proposed as 50% teaching, 50% outreach) and a Leadership Education position. Edwards questioned the need for another Distance Education position in teaching at this time, but felt that it would be easier to sell if there were a
major research component instead. Support might be easier to get from the IANR Administrative Council if proposed somewhat differently.

The Multi-media Center was discussed. It should serve as a major resource for faculty development in both multi-media and distance education. Meisenbach commented on the merits of involving CIT in this process. Russell mentioned a second equipment proposal submitted from AgLEC which Dean Edwards will try to help get funded by city campus to build on the current Multi-media Center.

Meeting adjourned: 5:00 p.m.

Next regular staff meeting: November 22, 1996, 3:00-5:00 p.m., Room 311 Ag Hall

Submitted 11/6/96
Betty James
Department of Agricultural Leadership,
Education and Communication
Staff Meeting Agenda
Friday, September 20, 1996
3:00-5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of April 26, 1996 (copy attached)

3. Update Items
   a. Committee/Action Plan Reports
      1. Distance Education – Rockwell
      2. Undergraduate Curricula – Gilbertson
      3. Graduate Education – Barrett
      4. Research and Other Scholarly Activity – Brown/Rockwell
      5. Outreach – Wheeler
      6. Other Committee Reports
   b. Other Items

4. Discussion Items
   a. Leadership and Management Position Search
   b. Teaching Portfolios
   c. Comprehensive Review Highlights and Concerns
   d. Secretarial Assignments
   e. Other Items

5. Actions Items
   a.
   b.

6. Announcements

7. Adjourn
AGRICULTURAL LEADERSHIP, EDUCATION AND COMMUNICATION
STAFF MEETING
FRIDAY, SEPTEMBER 20, 1996
3:00–5:00 P.M., 311 AG HALL

MINUTES

PRESENT: Banset, Barrett, Bell, Brown, Casari, Fritz, Gilbertson, James, Kepler, Lunde, Moody, Parsons, Rockwell, Russell, Vitzthum

1. Meeting was called to order by Earl Russell.

2. Minutes of April 26, 1996, were approved as corrected.

3. UPDATE ITEMS
   a. Committee/Action Plan Reports
      1) Distance Education – Kay Rockwell reported that Gwen Nugent and Jim Danielson from ETV have shown interest in courtesy appointments with AgLEC.
      2) This fall the committee needs to redraft the materials being prepared for a specialization in Distance Education.
      3) Satellite series: Faculty Development in Agricultural Distance Learning. Our application to participate in this series has been accepted. Jim King will be the contact person working with the series that will be February 11- March 11, 1997.
      4) In cooperation with OPOD, we submitted a proposal for a NEB*SAT training project on “TV Teaching Training: A Practicum Experience.”

   2) Undergraduate Curricula – Ozzie Gilbertson reported that have had no meetings yet; hopefully next week.

   3) Graduate Education – Leverne Barrett reported that they have not met. The committee did have a retreat in summer. Subsequently, the AgLEC graduate faculty voted unanimously to change the name of the masters’ degree from Agricultural Education to Leadership Education. Now we have two objections to that name change. Next week meetings will be held with Larry Dlugosh and Birdie Holder to discuss their concerns. Jim King and Ed Vitzthum have applied for Graduate Faculty. Jim King has been overwhelmingly recommended for Fellow. Ed Vitzthum’s application is in process. Joseph Awotunde is unable to start his graduate work this fall. Hopefully, he will arrive by January if visa clearances are obtained in Nigeria.

   4) Research and Other Scholarly Activity – This committee is making the transition to Kay Rockwell as chair. There have been no applications for the research award. The committee will consider the option of extending the deadline.

   5) Outreach Committee – Dan Wheeler reported that a retreat will be planned for Extension Affiliates in December.
4. DISCUSSION/ACTION ITEMS

When are Teaching Portfolios due? Discussion followed and a sign up sheet will be sent around for staggered due dates. All faculty teaching a course in AgLEC are required to submit a teaching portfolio.

Promotion and Tenure Committee

Should AgLEC apply for the university-wide teaching award? Following discussion on the matter, it was decided that Jerry Parsons will oversee the process to get the application submitted.

Leadership and Management Position Search

Earl Russell announced that the position request has been approved to replace Bill Brown with a 9-month position at the assistant professor level. The recommended Chair of the Search Committee will be Leverne Barrett with the following proposed committee members: Susan Fritz, Ozzie Gilbertson, Sheila Kepler, Doug May (CBA) and Dan Wheeler. Faculty raised concerns about the need for a 12-month position to include a research appointment, preferably at the associate professor level. Earl will pursue these matters with the Deans.

Comprehensive Review Highlights and Concerns

Extensive discussion of the Comprehensive Review followed, and it was decided that we will wait for the written report before any action is taken. Letters of appreciation from AgLEC should be sent to the Review Team with special thanks to our student representatives, Jenny Real and Jolene Schauer.

Other Items

Pam Solano will begin work on September 30 as the new secretary in the department. Secretarial assignments will be examined and some adjustments may be made.

Information about classes at the New Media Center and CIT Self-Study Resources were passed out to those present.

Meeting adjourned: 5:00 p.m.

Next regular staff meeting: October 18, 1996, 3:00-5:00 p.m., Room 311 Ag Hall

Submitted 9/23/96
Betty James