January 1997 - Staff Meetings

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"January 1997 - Staff Meetings" (1997). ALEC Committee Minutes. 134.
http://digitalcommons.unl.edu/agleccomm/134
1. Call to Order

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

3. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Gilbertson
      2. Graduate Education – Rockwell
      3. Promotion and Tenure Committee – Lunde
   b. Task Force/Action Plan Reports
      1. Distance Education – King
      2. Outreach – Kepler
   c. Budget Report – Russell

4. Discussion Items
   a. Approval of Instructional Design Faculty Position – Russell
   b. Teaching Support Team – Lunde
   c. Vision Statement Progress – Lunde
   d. Report from Academic Senate – Rockwell
   e. Reinventing Ag & Natural Resources Education Conference – Bell
   f. NRI Proposals/Distance Education and Instructional Technology – King
   g. USDA Challenge Grant Plans – All
   h. Fund for Rural America Proposal Feedback – Rockwell
   i. Anticipated UNL Reallocation, 1998 – Russell
   j. Status of Transfer of Technical Writing – Leininger
   k. AgLEC Faculty Listserv - Russell

5. Action Items
   a. AgLEC Vision Statement – Lunde
   b. AgLEC Diversity Plan

6. Announcements/Reminders
   a. Other staff meeting dates this semester (same time & room): February 20, March 20, April 17
   b. IANR Faculty Conference, April 16
   c. IANR Policy on Consulting and Serving as an Expert Witness

8. Adjourn
Department of Agricultural Leadership, Education and Communication
Staff Meeting
Friday, January 23, 1998
2:00-4:00 p.m. – 311 Ag Hall

MINUTES

PRESENT: Barbuto, Barrett, Bell, Etling, Fleming, Gilbertson, James, Kepler, King, Leininger, Lodl, Lunde, Moody, Nugent, Rockwell, Silletto, Russell, Vitzthum, Wostrel

1. Meeting was called to order by Earl Russell.

2. The November 21, 1997, minutes were amended by Kay Rockwell as follows: delete 5c and replace with “There was a great deal of debate about canceling classes for one Monday in January to honor Martin Luther King. Issues raised centered around the disruption such a holiday will cause for classes, particularly laboratory classes and ‘non-traditional’ classes which schedule the three-hour class session for an entire week on Mondays. There was a great deal of concern that students would treat this as a 3-day weekend with associated ‘vacation’ attitudes rather than a day to learn about, and participate in, diversity issues. Therefore, a motion to observe the Martin Luther King holiday by canceling classes for the third Monday in January failed.” The minutes of November 21, 1997, meeting were approved as amended.

3. Teaching Support Team – Anita Leininger presented the “Bright Ideas about Teaching and Learning” awards to Jay Barbuto, Susan Fritz, Sheila Kepler, Kay Rockwell, and Cindy Wostrel. Each of them will receive a year’s subscription to The Teaching Professor. Anita announced that Sheila Kepler was the grand winner and will receive a reserved parking place for one month. Sheila, Jay, Kay, and Cindy described their “Bright Idea” for the group. Susan was unable to attend this meeting. Descriptions of all the Bright Ideas were distributed.

4. Update Items

a. Committee/Action Plan Reports
   1. Undergraduate Curricula – Ozzie Gilbertson reported that they have met on a regular basis. Issues include the environmental communications and environmental education minors or options and the biology endorsement. Any input from faculty is welcomed.
   2. Graduate Education – Kay Rockwell reported that they met this morning and admitted two students in full standing. The committee is working on the Graduate Bulletin which is outdated. There are a number of changes for the new catalog. A copy of the changes will be put in faculty mailboxes.
   3. Promotion and Tenure Committee – Joyce Lunde reported on the Unified ARFA and peer review procedures. One conclusion is that administration should look at the amount of time this process takes and how it interferes with productivity. Faculty would like to spend more time implementing and less time evaluating. It was suggested that Leverne Barrett report to the Liaison Committee concerning the two months that Deans spend reading ARFAs and department reports. They could spend those two months out among the faculty instead. Leadership is never described as “report reading.” Joyce Lunde indicated that we need to look at basic procedures of this process and make sure it is positive.
b. Task Force/Action Plan Reports
   1. Distance Education – Jim King reported that a progress report will be given to Earl by Tuesday noon on “what we are really trying to do.”
   2. Outreach – Sheila Kepler reported that the task force met last Wednesday and will have a report to Earl. One thing they decided to do was participate in April Preview this spring. February 4 is the next scheduled meeting for the group. A brown bag will be scheduled soon. Mondays and Fridays are open over the lunch hour in 311 Ag Hall.

c. Budget Report – Earl Russell presented a budget report prepared by Betty Tutt. Teaching is getting close to being overspent, a perennial problem.

5. Discussion Items
   a. Earl Russell announced that the Instructional Design faculty position was approved in December. It will be .50 FTE in CIT and .50 FTE in AgLEC with the tenure home in AgLEC. The potential hire date is July 1, 1998.

   b. Teaching Support Team – Joyce Lunde reported on peer support kinds of activities. Faculty are encouraged to team up with someone in the department. She will help find partners as needed.

   c. Vision Statement Progress – Joyce Lunde presented the Vision Statement prepared by the committee. It reads as follows: “Fostering excellence in leadership education and human capital development for a changing environment, encouraging communities of learning, promoting lifelong learning through teaching, scholarship, and outreach.”

   d. Report from Academic Senate – Kay Rockwell reported that during the December Academic Senate meeting the Martin Luther King issue was discussed for 1½ hours. The Academic Senate passed a motion to observe the Martin Luther King holiday by canceling classes on the third Monday in January. The other campuses will have to deal with this issue and then it will go to the Regents. If it goes into effect, there will be one less day in the spring semester than the fall semester. A motion to move Spring Break passed. Spring Break will be after the ninth week of classes instead of after the tenth week of classes to balance the semester. That change will take effect next year.

   e. Reinventing Ag & Natural Resources Education Conference – Lloyd Bell indicated that the conference will be held on February 10th at the Cornhusker. They expect an audience of 100 people. All are invited but be prepared to work. Featured speakers will be Professor Lowell Catlett of New Mexico State University and Governor Ben Nelson. Expected outcomes are the formation of a Governor’s Council on Ag Education and greater financial benefits at all levels (K-16).

   f. NRI Proposals/Distance Education and Instructional Technology – Jim King reported that he and Gwen Nugent recently have been involved with several of these Nebraska Research Initiative (NRI) proposals. It is exciting but also political.

   g. USDA Challenge Grant Plans – Leverne Barrett is submitting a Challenge Grant which is a continuation of the work they have been doing on improving and rewarding of teaching. Lloyd Bell is submitting one for the distance delivery of inservice for ag teachers so they can receive training during the school year instead of only during the summer break.
h. Fund for Rural America Proposal Feedback – Kay Rockwell reported that the proposal was not funded. A total of 1,100 proposals were submitted and 225 were selected for a second review. Ours was one of the 225, but only 105 of those were funded. The feedback was that it was a strong proposal but the evaluation section needed to be stronger. We were encouraged to reapply when the next RFP comes out in February.

i. Anticipated UNL Reallocation, 1998 – Earl Russell reported that another round of reallocation is coming this year. We need to begin planning for that.

j. Status of Transfer of Technical Writing – Anita Leininger reported that Technical Writing will be administered by the College of Journalism and Mass Communication beginning next fall. The official announcement was in Chancellor Mooser’s Reallocation Report presented in September 1997.

k. AgLEC Faculty Listserv – Earl Russell presented the idea of having a faculty listserv for AgLEC. Discussion followed about how e-mail can be burdensome and a heavy load. Jim King presented the idea of “chat” space on a web site. Jim King will set one up for us using our draft vision statement to get us into this mode of communicating.

6. Action Items

a. Further discussion of the AgLEC Vision Statement will be among the first items on the agenda for the February staff meeting. Jim King will put it on the web as an AgLEC chat item for additional input.

b. Earl Russell asked for volunteers to work on the AgLEC Diversity Plan. There were none so a committee will be appointed in the near future.

7. Announcements

a. The remaining staff meetings for this spring semester will be from 2:00-4:00 p.m. on February 20, March 20, and April 17 in 311 Ag Hall.

b. The IANR Faculty Conference is April 16, 1998.

c. The IANR Policy on Consulting and Serving as an Expert Witness was distributed last fall and is now official. All professional staff, including those on 9-month appointments, must request approvals in advance as specified, including summers and vacation periods. Each unit will conduct a review regarding staff who do consulting using University resources at the request of Chancellor Mooser and the Board of Regents.

d. Scott Reisig has resigned effective February 13, 1998, to accept a position at First Federal Lincoln. Alan Moeller will be putting together a request immediately to refill the position and he has asked for feedback about any changes in the position from the units in Ag Hall.

8. Meeting adjourned 4:05 p.m.

Submitted by Betty James
January 26, 1998
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, February 20, 1998
2:00-4:00 p.m.
311 Ag Hall

1. Call to Order

2. Approval of January 23, 1998 Minutes (attached)

3. Success – Good News Items!

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz/Gilbertson
      2. Graduate Education – Rockwell
      3. Promotion and Tenure Committee – Barrett/Lunde
   b. Task Force/Action Plan Reports
      1. Distance Education – King
      2. Outreach – Kepler
   c. Budget Report – Russell

5. Action Items
   a. AgLEC Vision Statement – Lunde
   b. Others?

6. Discussion Items
   a. Teaching Support Team – Leininger
   b. Report from Academic Senate – Rockwell
   c. Reinventing Ag & Natural Resources Education Conference – Bell
   e. Status of Transfer of Technical Writing – Leininger
   f. AgLEC Chat Room on Web – King
   g. Review of Outside Professional Activity – Russell
   h. Distance Education and CASNR Curriculum Committee – Lunde
   i. Advising Loads – Fritz/Gilbertson
   j. Sharing What We’re Up To – Barrett
   k. Office/Service Evaluations – Russell

7. Announcements/Reminders
   a. Other staff meeting dates this semester (same time & room): March 20, April 17
   b. IANR Faculty Conference, April 16

8. Adjourn
Department of Agricultural Leadership, Education and Communication
Staff Meeting – Friday, February 20, 1998
2:00-4:00 p.m. – 311 Ag Hall
MINUTES

PRESENT: Barbuto, Barrett, Fleming, Fritz, Gilbertson, James, Kepler, King, Leininger, Lunde, Moody, Nugent, Rockwell, Silletto, Russell

1. Meeting was called to order by Earl Russell.

2. The minutes of January 23, 1998, meeting were approved.

3. Successes – Good News Items! Two USDA Challenge Grants were submitted this past week. Leverne Barrett and Ardis Burkholder submitted one entitled "Transforming Institutional Culture by Reframing the Value of Scholarship." Lloyd Bell, Shawn Burrow, Dara Lacy, and Linda Moody submitted one entitled "Supporting Curriculum Change in Agricultural Science Education Through Distance Technology."

Anita Leininger asked for reports from faculty concerning their teaching partners. Kepler, Lunde, Moody, and Gilbertson have formed a team. They have met to discuss teaching issues. Also, Moody and Lunde are a subgroup of that team since Moody cokered Lunde's class. Barrett and Barbuto get together to discuss class strategies and share quizzes. Fritz and Leininger have gotten together for lunch and discussed teaching. Bell and King have had discussions about diversity, recruitment, and retention. Rockwell has had discussions with colleagues in the Department of Adult and Vocational Education such as Ellen Weissinger, Shawn Courtney, and Steve Eggland on teaching via distance education.

Liz Banset is leading a session entitled "Peer Coaching for Better Teaching" on Thursday, March 5 (1:30-3:30 p.m.) at the City Campus Union.

Effective February 1, 1998, Gwen Nugent has a .10 FTE research appointment in AgLEC.

Ardis Burkholder was nominated for the Floyd S. Oldt Award for Exceptional Service to the University given UAAD (University Association for Administrative Development). She was honored at a luncheon on Wednesday, February 18.

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Susan Fritz reported that they have met. Some items of discussion are revision of the Ag Journalism major and pending course development in environmental communications/education.
      2. Graduate Education – Kay Rockwell reported that Amy Fisher has the packets of information for new graduate students and is taking care of the applications as they come in. Anyone needing information for a potential graduate student can get it from Amy. Also, a brown bag was held that nine people attended to discuss advising and another brown bag is scheduled for March 9. Jim King reported that the graduate information on AgLEC's home page is under construction and will be available soon. Leverne Barrett reported that meetings have been held with the departments of Community & Regional Planning and Communication Studies to discuss a proposal to create an interdisciplinary Ph.D. specialization in Leadership Studies. Both departments are very interested and have suggested several courses that could be included. Kay Rockwell also reported that the proposal for a specialization in distance education has gone to the CASNR Curriculum Committee.
      3. Promotion and Tenure Committee – Leverne Barrett reported that the committee met with Earl Russell to discuss his annual evaluation. It was a very positive session and several suggestions for improvement are being pursued. Earl expressed his thanks to the faculty and staff for their input and suggestions.

   b. Task Force/Action Plan Reports
      1. Distance Education – Jim King reported that the issues they are working on are the Action Plan and undergraduate/graduate curriculum via distance.
      2. Outreach – Sheila Kepler reported that April Preview with be held on April 15. She distributed a form to the group that will help the task force get an idea of what people are doing or are willing to
The Outreach Task Force will be meeting again on March 4 to discuss the feedback.

Budget Report – Earl Russell gave the budget report. AgLEC’s overall operating budget has 24% left with 37.5% of the fiscal year remaining. The teaching budget is 112 percent expended, a serious issue being addressed with Don Edwards.

Action Items

a. AgLEC’s Vision Statement – Joyce Lunde presented three options for AgLEC’s Vision Statement. Discussion followed. Jay Barbuto made a motion that the vision statement for AgLEC be “Excellence in leadership education.” Leverne Barrett seconded. Motion passed unanimously. A committee to work on the mission statement will consist of Jay Barbuto (Chair), Leverne Barrett and Susan Fritz. They will make a report at the March staff meeting.

b. Anticipated UNL Reallocation/Restructuring, 1998 – Discussion was held. These anticipated changes are scheduled to take effect July 1, 1999.

c. Reinventing Ag & Natural Resources Education Conference – Earl Russell reported that this was a very successful conference and Lloyd Bell, Rich Katt, and Ed Woeppe deserve high praise for their efforts. Also, Lloyd Bell is doing impressive work with the NN21 Action Team on Visionary Curriculum, which is working to establish a Governor’s Council on Agricultural Education.

d. Status of Transfer of Technical Writing – Anita Leininger reported that it is official. She attended a meeting yesterday with Don Edwards, Will Norton, Linda Shipley, John Ballard, and Earl Russell to discuss the transfer as of July 1, 1998.

e. AgLEC Chat Room on Web – Jim King reported that he will be trained on this. We can chat on many items at one time. Someone has to keep it going.

f. Review of Outside Professional Activity – Earl Russell reported that each department chair has been asked to do a review of their department. It is important to understand that this policy also includes academic year faculty on holiday and summer break.

Distance Education and CASNR Curriculum Committee – Earl Russell reported that the CASNR Curriculum Committee will begin reviewing distance education courses. Susan Fritz explained that this was decided with much discussion. The Committee had some concerns that courses being offered via distance were different than the on-campus class. It is a credibility issue involving offering quality courses both on campus and via distance. Joyce Lunde is concerned that it will add another item of red tape to the offering of courses via distance.

i. Advising Loads – Earl Russell discussed the following item “All faculty with teaching assignments shall be responsible for advising at a load commensurate with their appointment. This will be monitored by the department head.” Four individuals now carry the load (except for Ag Journalism) – Bell, Fritz, Gilbertson, Moody. This is to try to figure out a way to make advising more effective for students and more equitable for faculty. The faculty who are advising now will be mentors for other faculty who begin advising duties.

k. Office/Service Evaluations – Earl Russell led discussion concerning the office/service evaluations that are coming up soon. It was decided that we will proceed as last year and ask all faculty to evaluate all secretaries. If faculty do not wish to do an evaluation for those who do not work directly for them, that is fine.

Announcements/Reminders

a. Other staff meeting dates this semester (same time & room): March 20, April 17
b. IANR Faculty Conference, April 16

c. The Teaching Council will be meeting on Friday, February 27, to discuss the papers found on the web at http://www.unl.edu/svcaa/Home.html.

Meeting adjourned at 4:15 p.m.

Submitted by Betty James
February 27, 1998
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, March 20, 1998
2:00-4:00 p.m.
311 Ag Hall

1. Call to Order

2. Approval of February 20, 1998 Minutes (attached)

3. Successes – Good News Items!

4. “Sharing What I’m Up To” – Barrett

5. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz/Gilbertson
      2. Graduate Education – Rockwell
      3. Promotion and Tenure Committee – Barrett/Lunde
   b. Task Force/Action Plan Reports
      1. Distance Education – King
      2. Outreach – Kepler
   c. Budget Report – Russell

6. Action Items
   a. AgLEC Mission Statement – Barbuto
   b. Others?

7. Discussion Items
   a. Teaching Support Team – Leininger
   b. Report from Academic Senate – Rockwell
   c. Practicum – “Student Centered Learning Via Television,”
      May 11-15 – King/Rockwell/Wheeler
   e. IANR Faculty Conference, April 16 – Russell
   f. AgLEC Chat Room on Web Progress Report – King
   g. Library Journals – Russell
   h. Others?

8. Announcements/Reminders
   a. Remaining staff meeting date this semester (same time & room): April 17
   b. Others?
   c. Have a happy spring break!

9. Adjourn
PRESENT: Barbuto, Barrett, Bell, Fleming, Fritz, Gilbertson, James, Kepler, King, Leininger, Lunde, Moody, Rockwell, Russell, Silletto

1. Meeting was called to order by Earl Russell.

2. The minutes of February 20, 1998, meeting were approved.

3. Successes – Good News Items! Congratulations to Jay Barbuto and Kathleen Lodl on receiving graduate faculty membership!

Lloyd Bell, Susan Fritz, and Sheila Kepler were honored last Friday with Holling Family Awards. Lloyd received a Senior Faculty Teaching Excellence Award and a $5,000 stipend. Susan and Sheila each received a Junior Faculty Teaching Excellence Award and a $3,000 stipend. Joyce Lunde also announced that a student from her 805/905 class, Anita Dielman from Weed Science (Agronomy), received the Alumni Graduate Research Award.

4. “Sharing What I’m Up To” – Leverne Barrett presented a PowerPoint presentation of the work he does in AgLEC. He also announced that he will be going to Peru in August and then to Chile for five months. Jay Barbuto volunteered for “Sharing What I’m Up To” for the April meeting.

5. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Susan Fritz reported that the committee has looked at the ALEC 189H proposal on “Leadership in the Classics” and it has been submitted to the CASNR Curriculum Committee. Work continues on the Ag Journalism revision proposal. A flow chart of the skills students should have is being developed for the leadership minor. April 10th is their next meeting.
      2. Graduate Education and Research Committee – Kay Rockwell reported there will be a Graduate Committee Retreat on May 27th and all graduate faculty are invited to attend. Goals and objectives need to be updated and they are looking for input from graduate faculty. The minutes from this committee are now distributed to all faculty by Jim King. New brochures will be available soon.
      3. Promotion and Tenure Committee – Leverne Barrett reported that the committee is working on a proposal for the evaluation system in AgLEC. Joyce Lunde announced that there will be no COKER this spring due to lack of time. Peer feedback is in process for this spring.

   b. Task Force/Action Plan Reports
      1. Distance Education – Jim King reported progress has been made on issues. A joint meeting will be set up with the Distance Education Task Force and the Graduate Education and Research Committee.
      2. Outreach – Sheila Kepler reported that they have been very active. The Affiliate Meeting at April Update has been scheduled for Wednesday, April 15, 1:30-5:00 p.m. in the East Campus Union. The Action Plan is revised. Discussion followed regarding developing new youth leadership programs and the role of the Evaluation
Unit in the Outreach Action Plan. Sheila will review the Action Plan draft to make sure these issues are covered. Dick Fleming distributed new Cooperative Extension Personnel directories.

c. Budget Report – Earl Russell gave the budget report. The teaching operating budget continues to be overspent, with the situation worsening each month.

6. Action Items
   a. AgLEC’s Mission Statement – Jay Barbuto presented a mission statement prepared by the committee. Leverne Barrett made a motion to accept the mission statement as presented. Susan Fritz seconded it. Discussion followed. A vote was taken and motion carried. The new mission statement is “We foster excellence in leadership education and human capital development in a changing state, national and global environment. We nurture communities of lifelong learning through the scholarship of teaching, research, and outreach.”

7. Discussion Items
   a. Teaching Support Team – Joyce Lunde reported that peer teams are ongoing.
   b. Report from Academic Senate – Kay Rockwell announced that the minutes from the Academic Senate meetings can now be accessed through the web. The Academic Senate has unanimously endorsed a proposal from the Employee Benefits Committee that would allow employees to transfer their tuition remission credits to their spouses and dependents. The recommendation will be forwarded to the university-wide Fringe Benefits Committee for its review. The next Academic Senate meeting is April 7 at the East Campus Union. Kay will be not be able to attend and asked if anyone would like to attend in her place.
   c. A practicum entitled “Student Centered Learning Via Television” will be held May 11-15, 1998. Faculty are encouraged to attend and the department will pay the registration fee.
   d. IANR Deans and Department Heads met with Chancellor James Moeser and Senior Vice Chancellor Rick Edwards on March 16 to discuss UNL reallocation and restructuring. Restructuring will be a campus-wide effort and the process will be launched this fall. Also, a budget reduction/reallocation effort will begin this fall.
   e. The IANR Faculty Conference will be held on April 16th. Faculty input on restructuring/reallocation will be sought at this conference. It is very important for faculty to attend.
   f. AgLEC Chat Room on Web – Jim King has been trained on this. If anyone would like to start a discussion, let Jim know.
   g. Dana Boden from C. Y. Thompson Library has requested input on needed journals. Earl distributed a form to be filled out and returned by Monday, March 23rd.

7. Announcements/Reminders
   a. Dick Fleming announced that Ag Journalism and Ag Economics students who are members of NAMA will be making a presentation on April 6th at 4:00 p.m. (Filley Hall – 3rd floor).
   b. Linda Moody is on the CASNR Recruiting Task Force. Please give her input on the recruitment of students.

8. Meeting adjourned at 4:10 p.m.

Submitted by Betty James
March 25, 1998
1. Call to Order

2. Approval of March 20, 1998 Minutes (attached)

3. Successes – Good News Items!

4. "Sharing What I'm Up To" – Barbuto

5. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz/Gilbertson
      2. Graduate Education and Research – Rockwell
      3. Promotion and Tenure Committee – Barrett/Lunde
   b. Task Force/Action Plan Reports
      1. Distance Education – King
      2. Outreach – Kepler
   c. Budget Report – Russell

6. Action Items
   a. Emeritus Status for Tom Siletto
   b. Adjunct Appointment for Randy DeBoer
   c. Response to Irv Omtvedt Regarding CLD – Russell
   d. Others?

7. Discussion Items
   a. Advisory Council Meeting Planning – Russell
   b. IANR Faculty Conference Highlights – All
   c. Conversation with Arthur Chickering – King
   d. Report from Academic Senate – Rockwell
   e. Status of Position Search – King
   f. Leadership Position Request – Fritz
   g. Conversion from Contract/Part-Time Instructors to Graduate TAs – Fritz
   h. CASNR Recruiting Task Force Update – Moody
   i. Equipment Check Out – James
   j. August Retreat Planning – Russell

8. Announcements/Reminders
   1. Practicum – “Student Centered Learning Via Television,” May 11-15 – King/Rockwell/Wheeler
   2. Time to Renew AgLEC Gift Fund
   3. Others?

9. Adjourn
Department of Agricultural Leadership, Education and Communication
Staff Meeting – Friday, April 17, 1998
2:00-4:00 p.m. – 311 Ag Hall

MINUTES

PRESENT:  Barbuto, Barrett, Bell, Fritz, Gilbertson, James, King, Lunde, Moody, Rockwell, Russell

1. Meeting was called to order by Earl Russell. Ryan Reuter from the Ag Ed Club extended an invitation to all faculty to attend the FFA Alumni banquet on April 21st. It will be held at the Knolls Country Club and begins at 6:30 p.m.

2. The minutes of March 20, 1998, meeting were approved.

3. Successes – Good News Items! Congratulations to Arlen Etling on receiving Graduate Fellow membership! Also, Arlen has a textbook that has been published in Spanish on “Effective Leadership” (English translation). Congratulations to Susan Fritz who has received a new grant from the Nebraska Department of Education entitled “Focus on Gender Equity in Agricultural Education.” The new Graduate Bulletins are out and our M.S. program in Leadership Education is on page 139. Kay Rockwell and Leverne Barrett are to be thanked for their efforts in getting new AgLEC graduate brochures published. Ozzie Gilbertson will receive the NACTA Teaching Fellow Award in June. Jolene Schauer has had two papers accepted – one in May at the Faculty College and the other in August at a distance education conference. Linda Moody was acknowledged for all the work she did on the FFA contests. Jay Barbuto has had a paper accepted at the International Conference for Advances in Management in Linconshire, England, July 6-12, 1998. And, Jay Barbuto and Susan Fritz’s ARD project proposal on leadership is being revised and will soon be officially approved.

4. “Sharing What I’m Up To” – Jay Barbuto presented “What the Hay has Jay Been Up To?” and highlighted some of the work he has been doing in AgLEC. Lloyd Bell volunteered for “Sharing What I’m Up To” for the September meeting.

5. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Susan Fritz reported that the committee is working on their Action Plan. They are considering adding a Special Topics Course number for the department. It could be used for such things as testing new courses and quickly adapting to new needs. Senior checks are slow right now because of the many restrictions. Jim Randall is working on the ag journalism curriculum revision, and is making solid progress.
      2. Graduate Education and Research Committee – Kay Rockwell reported they will be meeting next week. Students are applying for graduate assistantships and assignments will be made soon.
      3. Promotion and Tenure Committee – Leverne Barrett presented four recommendations to the faculty from the Promotion and Tenure Committee. A motion was made by Leverne to approve these recommendations as written. Discussion followed. Susan Fritz moved to table the motion. It was seconded by
Kay Rockwell. Motion passed to table these recommendations until the September staff meeting.

b. Task Force/Action Plan Reports

1. Distance Education – Jim King reported they will be meeting next week to figure out a focus. The Action Plan is not done.
2. Outreach – Sheila Kepler was absent so Jay Barbuto reported on the Affiliate Meeting that was held on April 9th. The attendance was disappointing. Earl will look into what else was scheduled at the same time during April Preview to try and figure out when AgLEC should hold an Affiliates meeting.

c. Budget Report – Earl Russell gave the budget report. Salary savings and indirect costs are being used for the teaching operating budget. These funds are not intended for this purpose, but no other alternative is available at present.

6. Action Items

a. A motion was made to give Tom Silletto Emeritus Status from AgLEC. Motion carried.

b. A request has come from Chuck Hibberd for AgLEC to grant an adjunct appointment for Randy DeBoer. The Promotion and Tenure has recommended approval so Leverne Barrett made a motion. Lloyd Bell seconded it. Discussion followed. Motion carried.

c. There was discussion on how Earl should respond to Irv Omtvedt regarding the future of CLD.

7. Discussion Items (due to lack of time, only the items listed below were discussed)

a. The first AgLEC Advisory Council will be held on Tuesday, April 28th. Materials were sent out today to the Advisory Council. Earl asked the faculty to give him ideas on what the priorities should be for the Advisory Council. Each committee/task force should identify no more than two issues.

b. Jim King reported that 11 applicants have been received for the Instructional Design position. The deadline is today. The Search Committee will be meeting soon.

c. Susan Fritz distributed a draft AgLEC Leadership Position Request. Please return it to Susan with your comments by May 1st.

d. Susan Fritz discussed the idea of converting to Graduate TAs to teach ALEC 102 instead of hiring part-time/contract instructors.

8. Announcements/Reminders

a. Best wishes go out to Anita Leininger, Tom Silletto, and Leverne Barrett. Anita will be transferring to the College of Journalism and Mass Communications with the tech writing program this summer, Tom is retiring, and Leverne will be on professional development leave next year. We wish them well with their new ventures.

b. The AgLEC Retreat will be on Monday and Tuesday, August 17 and 18, 1998. Location to be decided.

9. Meeting adjourned at 4:15 p.m.

Submitted by Betty James
April 21, 1998
Department of Agricultural Leadership, Education and Communication  
Staff Meeting Agenda  
Friday, September 19, 1997  
3:00–5:00 p.m.  
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of April 18, 1997 (copy attached)

3. University Libraries Services – Dana Boden

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz
      2. Graduate Education – Barrett
      3. Promotion and Tenure Committee – Barrett and Lunde
   b. Task Force/Action Plan Reports
      1. Distance Education – To be named
      2. Outreach – To be named
   c. Budget Status

5. Discussion Items
   a. Teaching Support Team – Lunde
   b. Rewarding Teaching Project Renewal – Barrett
   c. Report from Academic Senate – Rockwell
   d. Status of Possible Department Relocation – Russell
   e. Advising Update – Moody
   f. Student-Faculty Social – Moody
   g. Growth Chamber in Room 311 – Moody
   h. AgLEC Home Page/Web Site – Russell

6. Action Items
   a. Faculty Availability/Appointments
   b. Injury and Illness Prevention Plan (IIPP)
   c. 

7. Announcements/Reminders
   a. Disclosure of Interest Forms
   b. New Multimedia Cart
   c. Gemmill Consultancy
   d. 

8. Adjourn
MINUTES

PRESENT: Barbuto, Barrett, Bell, Burrow, Etling, Fleming, James, King, Leininger, Lunde, Moody, Randall, Rockwell, Russell, Silletto. Guest: Dana Boden

1. Meeting was called to order by Earl Russell.

2. Dana Boden from University Libraries Services presented information about available library services. A new computer lab with 20 computers will be opening next week at CY Thompson Library. It will be in Room 12 on the lower level. Also, a new multimedia computer lab is being set up in Room 23 on the lower level. It will be staffed by Paul Erickson. Faculty can request books to be purchased for the library for student use, research, etc. Send requests to Dana by e-mail (danab@unllib.unl.edu) or campus mail. For more information on library services, see the IRIS home page (http://iris.unl.edu).

3. Minutes of April 18, 1997, meeting were approved.

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – No report.
      2. Graduate Education – Leverne Barrett reported that they will be meeting next week. Merlin Lawson’s advice is that the department get the Ph.D. program specialization ready to go and not pursue the interdisciplinary approach. It may be possible to be ready with the specialization by next fall.
      3. Promotion and Tenure Committee – Barrett and Lunde reported that the committee has two new charges – 1) reviewing all ARFAs as peer review and 2) evaluation of teaching. A motion was made that the ARFA and Teaching Portfolio be combined in one package and be due at the same time. Rockwell seconded the motion. Motion carried.

   b. Task Force/Action Plan Reports
      1. Jim Danielson and Gwen Nugent have agreed to serve on the Distance Education Task Force.
      2. Arlen Etling and Kathleen Lodl have agreed to serve on the Outreach Task Force.

      Full membership on these task forces will be announced later.

5. Discussion Items

Linda Moody discussed the Growth Chamber in Room 311 and asked faculty to let her know if it was causing any problems in their classes. There was also discussion about the excess chairs in Room 311 and what to do with them.

A Student/Faculty Social is scheduled for Tuesday, September 23, at Valentino’s with bowling afterward. Faculty are encouraged to attend.

Linda Moody gave an update on advising in the department. AgLEC has 32 new Ag Education majors – 18 are new freshman, three are external transfers, and 11 internal transfers. The advising load is as follows: Bell – 17, Fritz – 20, Gilbertson – 20, Moody – 16.

Russell reported that Shawn Burrow’s FTE will be increased from .40 to .49 to help with student recruitment. It was
suggested that the undergraduate non-teaching option be named something new soon. Suggestions made were 1) Training and Development, 2) Ag and Natural Resources Development, and 3) Professional Option.

Earl passed out budget reports provided by Amy Buus.

Jay Barbuto attended a meeting today about leadership needed by professionals in agriculture and natural resources. Dayle Williamson, Director of the Nebraska Natural Resources Commission, spoke. Discussion followed and there was consensus that Dayle should be invited to serve on the soon-to-be reorganized AgLEC Advisory Council.

Joyce Lunde reported on the Teaching Support Team and passed around a proposal that AgLEC faculty will engage in partnering with a focus on teaching improvement. Lunde made a motion that this proposal be accepted. It was seconded by Barrett. Motion carried.

Barrett reported that the Rewarding Teaching Project has been renewed. Their national conference will be held November 19-20 in Lincoln.

Rockwell reported on the Academic Senate. Two items from AgLEC were passed on to the Academic Senate. Kay will monitor the minutes and report back items of interest to faculty in the department. Kay also announced that the red Faculty Handbook will not be maintained. Items related to the Faculty Handbook can be found on the UNL home page under Central Administration.

Russell gave an update on the status of the possible departmental relocation. After studying the floor plans of Mussel Hall that Dale Vanderholm sent, Russell responded with a memo to Vanderholm indicating that it does not appear that AgLEC would fit into the space there as it is currently configured.

6. Action Items
   a. Discussion of faculty availability/appointments -- Russell and the support staff would like to explore ways to better serve the needs of visitors and students. Options will be explored further.
   b. All UNL employees must attend safety training under the Injury and Illness Prevention Plan (IIPP). More information will be coming.
   c. If any faculty are interested in participating in the Hubert H. Humphrey Fellowship program, please turn in a 2-page bio sketch to Russell by early next week.

6. Announcements/Reminders
   a. Disclosure of Interest Forms are due by Tuesday, September 23.
   b. Due to time constraints, Jim King will demonstrate the new multimedia cart in the classroom another time.
   c. Gary Genmill will be invited to visit AgLEC in October on a consultancy. Russell is waiting to hear back from him.
   d. There will be a meeting of the Graduate Students tonight at 6:15 p.m. Faculty are invited.
   e. Russell passed around copies of the new combined CIT/AgLEC revised position description.

Meeting adjourned at 5:15 p.m.
Next regular staff meeting: October 17, 1997, Room 311 Ag Hall, 3:00-5:00 p.m.

Submitted 9/22/97
Betty James
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, October 17, 1997
3:00–5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of September 19, 1997 (copy attached)

3. AgLEC Feedback from 4-H Extension Districts - Etling

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz & Gilbertson
      2. Graduate Education – Barrett
      3. Promotion and Tenure Committee – Barrett and Lunde
   b. Task Force Appointments
      1. Distance Education
      2. Outreach
   c. Budget Status

5. Discussion Items
   a. Teaching Support Team – Etling and King
   b. ARFA Process -- Russell
   d. Potential for Leadership Training for Business/Industry - Fritz, Barbuto, Poley and Randall
   e. Assn. for International Ag & Ext. Education - Etling
   f. Seminar on MBTI Use in Courses - Russell
   g. AgLEC Faculty Listserv - Russell

6. Action Items
   a. "Training and Development Option" - Fritz and Gilbertson
   b. Injury and Illness Prevention Plan (IIPP)
   c.

7. Announcements/Reminders
   a. Honors Program Brown-Bag Seminar, October 31
   b. New Multimedia Cart
   c. Gemmill Consultancy, October 28-29
   d.

8. Adjourn
Department of Agricultural Leadership, Education and Communication

Staff Meeting

Friday, October 17, 1997
3:00-5:00 p.m. - 311 Ag Hall

MINUTES

PRESENT: Barbuto, Barrett, Bell, Crockett, Etling, Fritz, Gilbertson, King, Leininger, Lodl, Nugent, Poley, Randall, Rockwell, Russell, Vitzthum

1. Meeting was called to order by Earl Russell. Kathleen Lodl and Gwen Nugent, who have new courtesy appointments in AgLEC, were welcomed to the Department.

2. Minutes of September 19, 1997 meeting were approved.

3. AgLEC Feedback from 4-H Extension Districts - Arlen Etling reported on responses to a survey of 4-H Extension Educators and Assistants at four District meetings. He asked what the AgLEC Department can do for 4-H educators (e.g., offer workshops, collaborative arrangements, graduate course on youth development). First responses were “What is AgLEC?” There was discussion of what that message means. What is the nature of AgLEC relationship with 4-H? Why so few responses to the survey? Overuse of surveys contributing to limited responses? How can we establish closer working relationships with 4-H educators and assistants?

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula - Susan Fritz reported the Committee has met several times, developing agenda items from issues identified at the August Department retreat. They are looking at the two majors, and are proposing a name change for the Non-Teaching Option. Ozzie Gilbertson addressed the need to get uniformity across colleges on approved Integrative Studies/Essential Studies courses. Russell is asked to send a letter to the CASNR Curriculum Committee addressing inconsistencies (e.g., ALEC 202/302 count as IS/ES in some colleges but not in Ag College). Ag Journalism advisors (Fleming, Randall, Vacin and Vitzthum) need to be included in College undergraduate curriculum advising.

      2. Graduate Education - Leverne Barrett reported on the proposed Doctoral Specialization in Leadership Studies. Following recent meetings with Graduate Studies Dean Lawson and representatives of several interested departments, discussion of a separate interdisciplinary Ph.D. program in leadership has been deferred in favor of creating a new doctoral specialization. Therefore, Russell will brief Steve Eggland as we continue to refine the proposal for subsequent submission to the Department of Vocational and Adult Education. The proposal will be for a Doctoral Specialization in Leadership Studies within the Community and Human Resources Ph.D. program. Other interested departments are Ed Admin, Voc & Adult Ed, Management, Communication Studies, and Community and Regional Planning. Rockwell reported the Graduate Committee has developed a planning document to give ongoing consideration and tracking of proposed changes in graduate courses.

      3. Promotion and Tenure Committee - Leverne Barrett reported that ARFAs and Teaching Portfolios will be due to the P&T Committee the week of November 17 (final submission date November 21). Russell’s final date for forwarding ARFAs with faculty evaluations to the
Deans is December 19. Faculty are reminded ARFAs are to be five-pages only; focus is to be on reporting accomplishments and impacts rather than restatement of activities. Rockwell is on record to encourage adoption of word ‘outcomes’ (as in short, intermediate, and long-term) rather than ‘impacts.’ Barrett noted the Ad Hoc Committee on ARFA Guidelines recommended language and format changes, but IANR administrators decided to keep the current guidelines and form another year. Barrett, Lunde, Fritz, Kepler and Andelt will do COKER observations. Classroom visits must be completed by November 7. Faculty are asked to cooperate in scheduling.

b. **Task Force Appointments** – Rosters were distributed for Action Plan Task Forces, 1997-98. Assignments were made in part to gain involvement for those on courtesy appointments and others who are less than full time in AgLEC. *Distance Ed Task Force*: Jim King, chair, Arnold Bateman, Jim Danielson, Joyce Lunde, Gwen Nugent. *Outreach Task Force*: Sheila Kepler, Chair; Jay Barbuto, Allen Blezek (Elmer Miller may alternate), Arlen Etling, Kathleen Lodl, Dan Wheeler, Dick Fleming as Resource Person.

c. **Budget Status** – No report. Recent staff changes in Finance and Personnel will require more time to resume our reporting cycle.

5. **Discussion Items**

a. **Teaching Support Team** – Etling, King, Lunde, and Leininger distributed a handout with ideas for ways of recognizing and rewarding teaching excellence. They called for feedback and suggestions from faculty of other ways to identify and encourage excellence in teaching.

b. **ARFA Process** – Russell will forward to faculty the guidelines and due dates for submitting the Annual Report of Faculty Accomplishments.

c. **Report from Academic Senate ‘Post-Tenure Review’** – Kay Rockwell has distributed to faculty e-mail copy of the revised document which will be voted on at the November 4 Academic Senate meeting. Unless department faculty have strong feelings otherwise, Kay will vote to accept the proposed post-tenure review policy. Gilbertson questioned two specifics in wording and asked Kay to check with Senate parliamentarian whether language of this draft can still be amended.

d. **Potential for Leadership Training for Business/Industry** – Fritz, Randall, Poley, Barbuto and Russell reported on their meeting with Allen Blezek and Elmer Miller to explore possibilities for offering leadership training, via distance delivery, to the private sector. They encouraged early consideration of the opportunity presented to carve a niche. There are resources of seed money, grant money, salary savings, A*DEC connections, faculty with the skills – and a need to be filled. Gwen Nugent also expressed a strong interest in being involved. Russell suggested that Gary Gemmill could be asked to look at the proposition during his consultancy on graduate leadership education and outreach.

e. **Association for International Agricultural and Extension Education** – Arlen Etling distributed information and application forms for AIAEE membership and subscription to *AIAEE Journal*.

f. **Seminar on MBTI Use in Courses** – At an upcoming departmental brown-bag luncheon Barrett and Gilbertson have agreed to “debate” the use of the MBTI in classes; Barbuto agreed to serve as moderator/mediator/synthesizer. Date will be announced later.
g. AgLEC Faculty ListServ – Discussion was postponed to next meeting.

6. Action Items
   a. "Training and Development Option" – Lloyd Bell moved that the undergraduate Non-Teaching Option be renamed the "Training and Development Option." The motion was seconded by Barbuto and carried unanimously.

   b. Injury and Illness Prevention Plan – All Ag Hall faculty and staff are required to attend one of the IIPP training sessions scheduled Friday, November 14, 2:00-3:15 p.m. or Tuesday, November 18, 1:30-2:45 p.m. All staff will be asked to provide written verification that they have attended and are trained.

7. Announcements/Reminders
   a. Patrice Berger, Jim Partridge, and Diane Hartley will present a brown bag seminar on the Honors Program on Friday, October 31, 12:00-1:00 p.m. in 311 Ag Hall.

   b. Jim King will give a walk-through demo of the multimedia cart on Friday, October 24, 2:30 p.m. in 311 Ag Hall.

   c. Gary Gemmill will be visiting the department October 28-29 on a consultancy with leadership faculty to look at graduate leadership education.


   e. Leverne Barrett and Ardis Burkholder have distributed a draft agenda for the 6th National Conference on Evaluating and Rewarding Teaching in Lincoln, November 19-21. Faculty are invited to join any of the sessions.

   f. Earl Russell reported phone conversation with Jerry Parsons. Jerry is hard at work preparing a new honors course, and has been meeting with an environmental policy group at Harvard. Jerry sends greetings to all.

   g. Earl Russell commended Jay Barbuto on his newly-published article, 'Taking the charisma out of transformational leadership,' in the Journal of Social Behavior and Personality, 1997, 12(3) 689-697.

Meeting adjourned at 5:15 p.m.
Next regular staff meeting: November 21, 1997, Room 311 Ag Hall, 3:00-5:00 p.m.

Submitted 10/20/97
June Crockett
Department of Agricultural Leadership, Education and Communication
Staff Meeting Agenda
Friday, November 21, 1997
3:00–5:00 p.m.
Room 311 Ag Hall

1. Call to Order

2. Approval of Minutes of October 17, 1997 (copy attached)

3. A Celebration of ARFA Completion – Refreshments

4. Update Items
   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz
      2. Graduate Education – Barrett
      3. Promotion and Tenure Committee/ARFA Processes – Lunde
   b. Task Force Appointments
      1. Distance Education
      2. Outreach
   c. Budget Status – Change in Accounting

5. Discussion Items
   a. Teaching Support Team – Lunde
   b. Vision Statement Progress – Lunde
   c. Report from Academic Senate – Rockwell
      Post Tenure Review, King Holiday Issue
   d. NRI Proposal/Distance Education and Instructional Technology – King
   e. Program Based Budgeting Concept Paper by Darrell Nelson – All
   f. Employee Appraisal of Supervisors – Russell
   g. Secretarial Evaluation of Faculty – Russell
   h. Appraisal of Administrative Supervisor – Russell
   i. AgLEC Faculty Listserv - Russell
   j.

6. Action Items
   a. Undergraduate Advisement Proposal – Fritz
   b. Meeting Dates for Spring Semester
   c.

7. Announcements/Reminders
   a.
   b.
   c.

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

MINUTES

PRESENT: James, King, Lunde, Rockwell, Silletto, Russell

1. Meeting was called to order by Earl Russell.

2. Minutes of October 17, 1997 meeting were approved.

3. Refreshments were served in celebration of ARFA completion.

4. Update Items

   a. Committee/Action Plan Reports
      1. Undergraduate Curricula – Fritz (no report)
      2. Graduate Education – Barrett (no report)
      3. Promotion and Tenure Committee/ARFA Processes – Joyce Lunde reported that seven out of the 14 ARFAs have been turned in. The Promotion and Tenure Committee has met to begin the new process for a peer review of the ARFAs that faculty adopted. Joyce has set up a system for the committee to read the ARFAs.

   b. Task Forces will begin work in January. Memos will go out on Monday to the members of the new Distance Education and Outreach Task Forces.

   c. Budget Status – No report. Betty Tutt from CIT will be doing the accounting for AgLEC beginning as soon as possible. A budget report will be made at the January staff meeting.

5. Discussion Items

   a. Teaching Support Team – Joyce Lunde passed around forms for "Bright Ideas " about Teaching and Learning. Please submit your ideas by January 12, 1998. The Grand Prize may be one month free reserved parking.

   b. Vision Statement Progress – Joyce Lunde, Leverne Barrett, and Kay Rockwell will get together to go over the input on the Vision Statement and get a draft out for discussion/action at our January meeting.

   c. Report from Academic Senate – Kay Rockwell reported that the Post Tenure Review document was passed by the Academic Senate. Kay also presented information on the King Holiday issue. There was a great deal of debate about canceling classes for one Monday in January to honor Martin Luther King. Issues raised centered around the disruption such a holiday will cause for classes, particularly laboratory classes and 'non-traditional' classes which schedule the three-hour class session for an entire week on Mondays. There was a great deal of concern that students would treat this as a 3-days weekend with associated 'vacation' attitudes rather than a day to learn about, and
participate in, diversity issues. Therefore, a motion to observe the Martin Luther King holiday by canceling classes for the third Monday in January failed.

d. NRI Proposal/Distance Education and Instructional Technology – Jim King reported that some big grants have opened up. There is a December 10 deadline.

e. On December 12 there will be a faculty brown bag to discuss the “Program Based Budgeting Concept Paper” by Darrell Nelson. There is not a place for teaching in this concept except through Extension. Social sciences are not represented well at this stage. Teaching programs will be the responsibility of the departments. Potential program areas have not been defined. All faculty are encouraged to attend the brown bag seminar on this issue December 12.

f. Employee Appraisal of Supervisors – Earl Russell reported that forms will be sent out soon for this process.

g. Secretarial Evaluation of Faculty – The question of support staff evaluating the faculty they work for was raised. Those in attendance didn’t think it was necessary or a good idea.

h. Appraisal of Administrative Supervisor – Earl Russell will be sending out his statement of goals and accomplishments to faculty soon as one basis for his evaluation.

i. AgLEC Faculty Listserv - Deferred to January meeting.

6. Action Items

   a. Undergraduate Advisement Proposal – Deferred to January meeting.

   b. Staff meeting dates for spring semester will be on Fridays as follows: January 23, February 20, March 20, April 17 (last meeting of the semester).

7. Announcements/Reminders

   a. Tom Silletto reported that construction has begun on the Chase Hall basement and should be completed by the end of January. Dr. Hoffmann expects it to be available next fall.

   b. An invitation to a Holiday Open House at the Russell home on Thursday, December 18, will be coming early next week. Suggestions were made that AgLEC have a get-together in the building in February and Kay Rockwell offered her cabin for a get-together in May.

8. Meeting adjourned 5:15 p.m.

Submitted by Betty James