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December 7, 2013 ALEC Graduate Committee Meeting Minutes

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ALEC Graduate Committee Meeting Minutes

December 7, 2012

9:30 – 11 a.m.

Attendees: Balschweid, Cannon, Greenlee, Husmann, Matkin, McElravy, Terry

Meeting called to order at 9:40 a.m. by Matkin

Agenda and Minutes

1. **Minutes – Matkin** presented minutes from October 19, 2012 for approval—**Terry** moved to approve —**Husmann** seconded—minutes approved as written.
2. **Agenda Review – Matkin** presented the meeting agenda for any changes. **Cannon** had an addition to the agenda. A brief update under unfinished business about the Entomology courses mentioned on October 19.

Unfinished/Ongoing Business:

1. **Update on Entomology courses discussed in the Undergraduate Curriculum meeting on October 19, 2012**—Cannon will be meeting with Gary Brewer, Lana Johnson, and Marian Ellis the week of December 10-14 to discuss the presentation's course and bringing that into an ALEC course. Dr. Brewer and Dr. Ellis feel strongly that this should continue. I hope to have at the next curriculum committee meeting that we have a proposal to offer this committee on that. **Matkin**—can you remind us of the names of those two Entomology courses? **Cannon**—I only have on the agenda next week to speak on the presentation methods course. The 915 course is Presentation Methods. The other course, I'm not sure of the numbers, is Scientific Illustration. There were no questions for Cannon.
2. **Master's Degree Options Sheet—Required research courses for Master's of Applied Science and Option Clarification—Matkin**—brought back the option sheet that was presented in the October 19 meeting with edits. The edits made were:
 - a) Under Option 2 there is an asterisk and it says, "Students typically follow Option 2. It should be noted that Option 2 is intended for students who do not plan to pursue a doctoral degree. See your advisor for a more complete explanation of each option to help choose the best option for your goals." **Matkin**—this also implies that they do not have to follow an Option 2. Recently, Dr. John Markwell has consented to a course based MAS program. The students would come in they work out their course list with an advisor, take the courses, and at the end they do a comprehensive exam. There isn't a project at all.
 - b) Second set of asterisks that you see is because, if you look at the MAS requirements; there is nothing on the sheet that requires them to take research courses. As an advisor, you can advise them to take research courses. However, under research courses as we talk about requirements as an advisor you would

like to use those hours for something else you think would be more beneficial to that student you have the option to do that.

- c) A link was included for additional requirements of the MAS students.

If this meets with your approval, Greenlee will post it online and begin to use it.

Discussion—Matkin—the committee may want to discuss at a later date—under the research courses whether or not we require ALEC 845. It is not on here as a required course under research.

Matkin—motion to approve this as our option sheet—**Cannon**—seconded—motion passed with edit from ALCE to ALEC.

New Business:

1. **Update to process for external instructors to teach Graduate Classes—Matkin**—at the October 19 meeting we were informed that we have been hiring instructors to teach our classes in an incorrect way. From this point forward, when we hire an external person to teach a graduate class that person will have to be approved by the graduate committee. This is what was decided at the October 19 meeting. My question is do we need to come up with a process for this or what would the graduate committee like to see from that person?

Discussion—Matkin—for example we just approved Doug Bullock for ALEC 906. Is he grandfathered in, because he went through the old process? Or, does this committee want to see credentials? **Balschweid**—his vote was ratified unanimously. **Matkin**—I ask this committee, what does the committee need see to be able to approve instructors for graduate classes?

Conclusion—the committee wants to see

- Letter of application
- Instructor's vitae
- Statement of what the approval level is that's being asked by the sponsor faculty

Motion—Terry—Motion to approve - but would like to have the process written up and sent out to the faculty. **Cannon**—Seconded **Discussion—Husmann**—I think all those that are already approved to teach are grandfathered in. **Vote**—motion passed

2. **Admissions process for MAS students and Dr. Boren advising Option 3 Leadership MAS Students—Matkin**—these two items are together. These items have been on the agenda several times, but there is a new development that I think this committee needs to discuss. Our admissions process for MAS students originally came to Balschweid from John Markwell, and he passed it on to me. I would look at it to figure out what to do. Then, I went to back Balschweid and Balschweid talked to John Markwell. We have decided to bypass Balschweid and now it comes directly to me. I send it out to faculty, and I look for a sponsoring person. If I find one, and the person meets our qualifications, we accept the student. The recent development is we are not finding sponsoring people, because everybody is full. Amy Boren talked to John Markwell about her taking on advisees in the MAS program and John thought that was a good idea. She could take on

any Option 3 student. She could take on others, but as many as she wanted of Option 3 students, because these are course based students.

Discussion—Matkin—my concern about this is I don't know if Amy Boren will be in that position forever. And, the next person that takes that position may not be qualified. I don't want to run into the same situation we had when retirees left and suddenly we had several students looking for an advisor. I wanted to bring it to this committee, and ask how do we handle that. Do we put a limit on the number of students she can advise?

Action—Decision was tabled until Matkin can have a conversation with Amy about this and a possible cap at three advisees. Matkin will bring a report back to the committee for a motion.

3. **ALEC Operational Guidelines—Matkin**—presented a copy of the guidelines for the graduate committee. Dr. Fleming gave this to me and asked me to look at it. I need your edits on this document. Some edits that were noticed on the document:

- **Matkin**—I recommend that we strike number 3 in the first paragraph on the description of the committee. We use to be the graduate and research committee. We are no longer the graduate and research committee. We want to encourage and foster research, but is that part of our assigned task of the graduate committee?
- **Matkin**—the last paragraph is a concern. When you become tenured track faculty, you are automatically a member of this committee. Should we element that and put, "All members of the faculty who are active in advising graduate students are a member of the committee."

Discussion—what makes a faculty member a part of the graduate committee, and what are the expectations of that member? Who are the formal members of the committee, and who are invited. We need to talk about what our membership is.

Action—the committee members are to look at the document that was presented, and send your comments and suggestions to Matkin. Matkin will put forth another draft of the document to the committee. A part of this will be to have some conversations about the membership process.

Sub-committee Reports/Updates (if applicable)

The sub-committees have not met.

Matkin—since all of the members for the Ed.D. Program Requirements and Clarification committee are present, to set a first meeting date of Friday, January 11 at 4 p.m. at Randy's Grill and Chill.

Future Items—*Notify Greenlee a week in advance to move these items to "active"*

- Doctoral Questions for Checklist & Evaluation Sheets for application process (Matkin)
- Putting minimum GRE score on web checklist for grad programs (Matkin/Cannon)
- Extension Graduate Program Discussion (Bell)

- ALEC 901 (Cannon/Matkin)

Next meeting: Friday, January 11, 2013 at 9:45 a.m.

Meeting Adjourned: Cannon—motion to have meeting adjourned at 11 a.m.—**Husmann** seconded—motion passed.

Minutes presented by: Jennifer Greenlee