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January 18, 2013 - ALEC Faculty Meeting Minutes

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**ALEC Faculty Meeting
Minutes
January 18, 2013**

Present: Cheryl Alberts, Mark Balschweid, Lloyd Bell, Will Bird (Skype), Mary Garbacz, Lindsay Hastings, Myunghwa Kang, Gina Matkin, Judy Nelson, Pam Peters, Jennifer Schoen, Vishal Singh, Roger Terry, and Malika Yadgarova

Old Business

Minutes - Minutes from November 9, 2012 faculty meeting were approved.

Teaching Award Funds – ALEC received The Outstanding Department in Teaching award across the entire NU system in 2007. Balschweid reported that about \$15,000 of the \$25,000 Teaching Award that still remains. Terry mentioned they are considering submitting an application for webinars that are available online regarding a flipped approach to a learner centered class. Bell encouraged him to submit the application and indicate it is open to all faculty to attend. The idea is to have the funds available for the greatest good for the largest number of people in the department as possible.

New Business

Approval for Emeritus Faculty (Poley) - Janet Poley requested Emeritus status in ALEC. Janet Poley's request for Emeritus status in ALEC was officially approved by the voting faculty.

Motion – Matkin recommended ALEC sponsor a coffee/reception in the spring to tap into the wealth of knowledge the Emeritus faculty represents. Kreifels seconded. Approved. It was suggested that ALEC involve graduate students and lecturers at the reception.

Research and Extension Centers and Recruitment - Cannon announced that the Northeast Research and Extension Center is planning their spring conference on April 8-9. They would like to have two sessions on Monday April 8 when departments in CASNR have a recruitment session with the recruitment coordinators.

Cannon mentioned it's also important to have faculty member from each of the program areas present in these two sessions. She suggest that one person from each program attend two sessions (45 minutes/back-to-back).

Committee Reports

Undergraduate Curriculum Committee -

ALEC 388 – Ethics in Agriculture – Terry outlined that ALEC 388 is a crosslisted course with Ag Economics and has been taught by Bruce Johnson. He is retiring shortly but the course is our responsibility. ALEC is the home department. Discussion outlined below:

- Currently 80-90 students are enrolled in AEC 388 this semester
- It will be offered again in the fall

- Consensus from other IANR department heads is, they need a course like this for their students.
- Other departments include: Alan Baquet- Grassland Studies; Steve Jones - Animal Science; Mark Burbach and David Gosselyn – School of Natural Resources; Bruce Johnson – Ag Economics; Randy Wheeling – Food Science. This group represents the think-tank for the creation of the course, in an advisory capacity.

ALEC 412/812 – Multimedia applications for education and training; ALEC 806 – Introduction to distance education; ALEC 816 – Management strategies and distance education environments; ALEC 906 – Theoretical foundations of distance education

Terry mentioned that the Graduate Committee is discussing whether ALEC wants to continue offering the opportunities for educators to be versed in these technologies. How are we going to do that? These courses are inactive but still on the books.

- These courses are about how to use technology to teach, communicate, etc. It's not about the technology. It's about use of technology.
- Only ALEC 412/812 has an undergraduate component. ALEC might consider expanding some of those courses to have undergraduate compliments as well.

Matkin, Graduate Chair, reported at the last meeting of the Graduate Committee, that Dr. Fleming presented the Graduate Committee with the departmental policy book. It was discovered that the committee was incorrectly structured according to the policy book.

Motion - The voting members of the Graduate Committee shall consist of one chair and four members from among the permanent graduate faculty in the department of ALEC. The chair is nominated (or self-nominates) and is appointed by a majority vote of the graduate faculty. Each member of the committee is nominated from each of the four areas in the department, Ag Education and Leadership, Ag Journalism, Ag Teaching and HRTM, so there would be one member from each of those areas and a chair, which essentially is the tie-breaking vote. A term shall consist of two years, and a member or chair may be reappointed as deemed appropriate by the voting members. Appointments are made during the spring semester and terms begin July 1. The ALEC department head serves as a non-voting member and one member of the ALEC Graduate Committee Student Association who is also a graduate assistant in the department will be nominated and approved by the ALEC GSA and serve as a non-voting member of the committee. All graduate faculty are invited to attend graduate faculty meetings and are invited to participate in discussions, however, only a voting member (or designated representative) may vote. All graduate faculty are expected to participate in the graduate student evaluation and admissions process. The graduate secretary will attend all meetings and document the proceedings. Seconded by Cannon. Approved.

- The person that's selected as chair, selects another person to sit on the committee. One program will have double representation.
- The Graduate Chair will have voting privileges.
- This is a conscious way of making sure all our areas are represented.
- All faculty are encouraged to participate in discussions.

Matkin announced that ALEC has 16 applicants for the master's program, two of whom have expressed interest in assistantships. In the doctoral program, have 11 applicants, one of whom has expressed an interest in an assistantship. February 1 applications are due. February 11 through 24 all graduate faculty are being asked to evaluate all applications. On March 1 at a regular scheduled graduate meeting, acceptance decisions will be made.

Promotion and Tenure Committee – Bell reported the Promotion & Tenure Committee reviewed one individual's request for tenure, which has been completed and forwarded.

Faculty Advisory Committee - Kang reported that FAC recommends two items to be included in each syllabus, and the classroom emergency preparedness statements.

Recruitment and Retention – Schoen reported the following events:

- February 9, ALEC Departmental meeting (Cannon, Schoen and Jordan Anderson) will be doing a social media workshop on what resources ALEC should be using and how to use them.
- February 22 – Admitted student event – Advisors are encouraged to meet one-on-one with the students
- March 3 – Big Red Roadshow (Cannon, Yadgarova, Schoen)

ALEC Gift Fund –Janet Owens and Kathy Bennetch created a process and a set of guidelines. Please review these guidelines which will be presented at the February 8 Department meeting.

Meeting Adjourned at 11:35 p.m.