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April 12, 2013 ALEC Graduate Committee Meeting Minutes

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ALEC Graduate Committee Meeting Minutes

April 12, 2013
9:45 – 11 a.m.

Attendees: Balschweid, Bird via Skype, Cannon, Greenlee, Husmann, Matkin, Terry

Meeting called to order at 9:55 a.m.

Agenda and Minutes

1. **Minutes—Matkin** presented minutes from January 11, 2013 for approval—**Cannon** moved to approve—**Terry** seconded—minutes approved as written.
2. **Agenda Review—Matkin** presented the meeting agenda for any changes. No changes were made.

Unfinished/Ongoing Business:

1. **Outcomes of Graduate Admissions Process—Announcement** (Matkin) handout was given out. **Matkin** presented the results of the ALEC process of the graduate program.
 - Total—24 applicants/12 accepted (50% overall)
 - Master’s—12 applied/7 accepted (58.3%)
 - Doctoral—12 applied/5 accepted (41.7%)

Letters have been sent out. We don’t have formal responses yet. At the doctoral level everyone, except one, has verbally accepted. At the Master’s level, we have not gotten formal acceptance back from Damon Hudson and Patrick Solomon. We have gotten verbal acceptance back from Damon, but not Patrick. Last year we had a 50% acceptance rate, but we only had 12 applicants. Before that, our acceptance rate was 90-100%.

Discussion—shut down time in between application review sessions to be able to update information. For example, “the application deadline is closed for this year thank you for applying and your interest”. “This will be re-opened again August, and we will be accepting application in the following year.”

2. **Update on Result of Electronic Vote on Ed.D. Program—Update** (Matkin)
Matkin presented to the committee vote to eliminate the program. When we contacted Laurie Bellows downtown, she said it was a huge process to eliminate it. She suggested that we mothball it. This will take it off the web so it is not public. The program is now hidden. Matkin sent out a vote about that which was approved. This will be good if the committee decides to start it up again. The program is still there, and we don’t have to create it.
3. **Subcommittee for Consideration of “King” classes (ALEC 412/812 and 906)—Membership and Chair—Discussion--Committee Members—Bell, Golick, Terry**
Matkin presented that there was a lengthy discussion at the last meeting about several classes Dr. King use to teach.
Terry—Dr. King taught 412/812, 806, 816, and 906. These were all dealing with distance education environments and multimedia applications. Bell, Doug Golick, and I sat down as a group and discussed these four different courses and what we might recommend to move forward. As we looked at ALEC 906 that was a course that you did a bunch of readings; and you wrote a report for it. ALEC 812 and 806 seemed to be much more geared toward the application of distance education and multimedia. We felt that moving forward with the teacher education people and the audiences that we might have,

that we wanted to look at 812 and 806 as courses that we would want to move forward. We talked about what was being offered downtown in the teacher's college. Everyone seemed to agree that these courses were necessary and they could be and should be a demand for them. Although we don't know since the courses have been inactive for some period of time. We had a second meeting and a third meeting where yesterday we sat down with Gary Brewer and Dr. Balschweid, because Doug Golick who has a desire to teach these courses is in Entomology, and we discussed the options that we have in terms of assignments and the load for Doug Golick.

Discussion—Doug Golick's credentials. The committee approved him last fall to allow him to teach for us. **Terry**—Doug had put together a syllabus for 812 and a syllabus for 806. Bell and I looked at those, and we had a discussion about those. We made some revisions to them. And, he proposed 806 and 812. We discussed those yesterday. It was decided that given the load that Dr. Golick has and some of the research things he is doing, that we would proceed. Gary Brewer is in favor of this with recommending that Doug teach 806 as a distance course and start working out the details for that. One of the things that we have to do (the syllabus was provided) is approve this. I started the application process and didn't get it filled out.

Discussion—was over changing the course description, title, and delivery. **Terry**—that we approve this course with those changes, let it go in the system, and have it available for spring 2014; and cross list it with Entomology. We will need a letter of support saying we can do that.

Motion —**Terry**—we approve 806 as a course and title change.

Husmann seconded

Discussion—about funding—**Balschweid**—the original agreement that we had with Entomology when Doug approached our department with this was that he had some space available in his teaching calendar. He would be able to teach it for us without cost. **Terry**—it would be included in his teaching load for spring. **Balschweid**—Doug came forward with a second course that Dr.'s Terry and Bell worked with him on. That was the 412/812, but since we've started down this path his teaching schedule has gotten more courses added. At some point there we may be offering 806 every other year and 412/812 in alternating years. **Terry**—the syllabus that Doug put together for 812 is very compelling for teacher education folks and other audiences. It is more of a skills based approach. It gets into the different methodologies and delivery methods and so forth. Something I think we need, but then again we don't have time to do it right now. If we could go to the every other year, that's something we could work out. We are looking at a two-year test period on this so we can look at all of the avenues we might have opened to us. If we decide to do something with 812, maybe we would have another individual that could teach it; as well. For right now we want to move ahead with 806.

Terry – Entomology had requested that we change the number of 806 to ALEC 830 be parallel to their course ENTO 830, Due to the popularity and recognition of 806 as a course and the recruitment effort with Al Steckelberg, the committee recommends keeping the course with the same course number.

Terry—Doug Golick should be the one to enter the information in CREQ. Doug should list ALEC as the home department, letter of support for the crosslisting from Gary Brewer, and a syllabus should also be uploaded.

Matkin—all in favor of the changes in description and title to 806. **Motion**—passes.

New Business:

1. **Consideration of Doctoral Program Applicants for Remaining Assistantships (GTA and NDE)—
Decision needed** (Matkin)

Matkin presented that the committee had a discussion several months back about our assistantships and the need to fill our assistantships. If we were unable to fill our assistantships with the pool of applicants who meet our deadline of February 1. We would then move to applicants that were interested in those assistantships who did not meet that deadline. I have communicated that to at least three people that are interested in the teaching assistantships. I now have one application that is complete for the graduate teaching assistantships. We have one person who is in the process of applying for the NDE assistantship and as well to our program. Her application is not yet complete. We cannot move on her today, but I wanted to bring to your attention an applicant in the GAMES system, Carol Ott Schacht. She has completed her application for our doctoral program an interest in the teaching assistantship. Something that distinguishes her from many of our applicants, is she hasn't formally completed her master's degree. She comes to us with a lot of experience and a master's all but completed except her master's thesis. I contacted Eva Bachman, Doctoral Programs Specialist in Graduate Studies, she said it is not uncommon at all to accept doctoral students who haven't completed a master's degree; and if they are in a doctoral program they can also teach undergraduates. I am bringing to you all as an applicant. And, if we want to say we will consider her; that people go into the GAMES system and review her application. Greenlee will distribute evaluation sheets to you.

Discussion—about what Matkin has brought forth and concerns. **Balschweid**—this is an extension of the policy we put into place last year. A year ago we were in the same boat, because we had a couple of assistantships never filled; and we kept promoting our graduate program. I know we took the materials to AAAE and to several conferences. We decided as a committee we don't accept applications after February 1, but in this case when it comes to not having assistantships filled we'll accept those looking for an assistantship if they meet the qualifications to get into our program.

Matkin—I have reviewed her application, and if we accept her I would be willing to advise. I have been working with her for about a year now on a project. She has extensive international experience, extensive business experience, and in my opinion a good academic record. She has taught and done a lot of training and consulting. As soon as the other applicant's application is complete, I will bring that back. Her name is Robin Jirovsky and is very interested in the NDE assistantship.

Action—the committee will look at her application on an individual basis in the GAMES system. All review sheets will be turned in by Friday, April 19.

2. **Summer Extended Meeting for Planning—Dates** (Matkin)

Matkin presented that she will be sending out a poll sometime in the near future. We have a number of things that we keep talking about that we want to have in depth conversations about that we don't have time at these meetings for. This would be a summer meeting to just talk about those kinds of projects.

Action—Matkin will send an email out asking the committee for general times that they might be available and topics that you would like to talk about. From that poll, Greenlee and Matkin will come up with the dates/times for us to meet this summer.

3. **Appointing Reps and Chair for Graduate Committee for Year—Decision** (Matkin)

Matkin presented at our final meeting this semester, we will be appointing the reps and the chair for the graduate committee for the coming year. Per our new policy that we voted on, the chair is nominated or self-nominates and is approved by the majority of the vote and each member (one from each area) either self-nominates or is nominated by their area. Before the next meeting, each area needs to identify who they would like to be their representative for the coming year. We will vote at the next meeting on the chair and those representatives. Areas to have a representative: Ag Education Leadership, Ag Education Teaching, Ag Journalism, and HRTM. Matkin will talk to Dr. Kang, who will be by default, the HRTM representative.

Action—vote will take place at the next meeting.

4. **Share letter from Adam McLean—Discussion** (Matkin)

Matkin presented an email from Adam McLean in regards to him not getting accepted into the ALEC doctoral program. I told him I would share this with all of you. He is very disappointed that he didn't get into program. He felt that he wasn't let in, because we assumed he would be a distance student. He thought he communicated clearly that he wasn't a distance student and wanted to be reconsidered. I communicated to him that we don't have a process for reconsideration, but I would share his email with the graduate committee. And, I would give him any feedback you all had about the assumption that he was a distance student. I thought his application clearly said he wanted to be a distance student.

Discussion—about why Adam McLean was not admitted, and how the committee wants Matkin to respond to Adam's request to be reconsidered.

Action—Matkin will communicate back to him about sharing his letter to the committee, and the committee reinforced that there wasn't a good match between his needs right now and what we were able to provide for him in the program. She will run the communication by Balschweid to make sure we are not discouraging or encouraging, but giving him our feedback.

Sub-committee Reports/Updates (if applicable)

Reports will be made at the summer meeting.

Future Item that was Bought Forward

Requests for ALEC 833: Cooperative Extension Programming (Matkin) **Balschweid** asked about this item. **Matkin**—I have had several people request that class specifically, ALEC 833 Cooperative Extension Programming, and I talked to Bell about it. This is something we need to talk about. I wanted Bell to be here for that discussion, because he has talked about the need to serve both the undergraduate and graduate students that are interested in an extension career. We used to offer classes specifically focused on Extension and we don't have them now. **Balschweid**—the reason I ask for that clarification is, because I see down below the second to last item is the Extension Graduate Program. **Matkin**—those should be combined. **Balschweid**—I have been talking some time and asking faculty their perceptions. I have not heard anybody say no absolutely not that is not what we should be doing. I'm scheduled to meet with Chuck Hibberd later this month, and I wanted the committee to that it is my intention at that meeting to bring this up. He specifically sent out an email last month, most of you got it, about people's interest in International Extension. As you know, Matt Kreifels and I got back last month from another extension based opportunity internationally and it's clear that there are many places around the world that if we were to offer an Extension program they would be interested in sending students. Northern Iraq is one of those areas. There are a couple of students there that are very interesting in coming and doing an Extension program here. They are practitioners in some countries where with an Associate's degree you are an Extension professional. This particular person has a bachelor's degree and is interested in working on a master's degree with us. The challenge is do I put together enough Extension courses in the short term to make it appropriate for that individual to come here. I just wanted you to know that I will be having this conversation with Dean Hibberd. What would be this group's wishes? Would it be another specialization? **Matkin**—we already have a specialization. In the Leadership Education master's there is a Teaching and Extension specialization right now. Those courses are on it, but since they are no longer offered we'll substitute them if people do that specialization. We can either use that one or modify it or create a new one. Whatever you all wanted to do. **Balschweid**—that's the first time I've heard that there is a specialization. Do our Ag teachers do the Teaching and Extension specialization if they do a master's with us? **Husmann**—if they want to go that route. Some go with the Masters of Applied Science.

Action—Balschweid will look into this further.

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

- Requests for ALEC 833: Cooperative Extension Programming (Matkin)
- 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 (Balschweid/Bell)
- ALEC 901 (Cannon/Matkin)

Next meeting: Friday, May 3, 2013 at 9:45 a.m.

Minutes presented by: Jennifer Greenlee