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## September 2006 - Staff Meeting Minutes

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**Department of Agricultural Leadership, Education and Communication**  
**Staff Meeting Minutes**  
**Friday, September 15, 2006**  
**311 Ag Hall**

**Present:** Barbuto, Barker, Barrett, Boren, Daubert, Ellis, Fairchild, Fleming, Gifford, Hart, James, King, Matkin, Moss, Phipps, Noble, Smith, Wheeler

Wheeler called the staff meeting to order at 10:00 a.m. Introductions were made around the room.

*Approval of Minutes.* King made a motion to approve the minutes of the May 25, 2006, staff meeting. Barrett seconded. Motion passed.

*Graduate Student Association (GSA) Update.* Daubert reported that Story, Gifford, and Daubert met recently as the leadership group for the GSA. They developed a short survey to get ideas for activities, and they plan to visit several graduate classes to get feedback. Also, the survey will be sent out on the listserv. Gifford reported several concerns from graduate students. ALEC classes seem to be more crowded now than in the past which inhibits class participation. Discussion.

*Promotion and Tenure Committee.* No report. Wheeler asked that anyone interested in going for promotion and/or tenure this year to let Barrett or Wheeler know as soon as possible.

*Undergraduate Curriculum Committee.* Ellis reported that he is the newly elected chair of this committee. They met this morning. The leadership major proposal will be developed to go forward to the CASNR Curriculum Committee this fall.

*Graduate Education and Research Committee.* King reported that the new deadlines for graduate student applications are October 15 and March 15. They are posted on our website. King distributed information about the Masters Thesis Support Group that is sponsored by Counseling and Psychological Services and the University Health Center. The group will be meeting on Thursdays in October. Graduate recruitment and fellowship recruitment funding requests will be submitted to Graduate Studies today.

*Faculty Advisory Council.* Barbuto reported main concerns right now are in subcommittees. They include student travel policy for field trips and the course buy-out policy.

*CASNR Curriculum Committee.* Barrett reported that they have met on many issues. None of the current issues directly affect AgLEC at the present time.

*Academic Senate.* King reported there are new proposed titles for faculty who primarily teach. The proposed titles are Lecturer, Assistant Professor of Practice, Associate Professor of Practice, and Professor of Practice. This proposal is going to the Board of Regents for their vote in November.

*ITLE Announcement and Timeline.* Wheeler distributed information from the Office of the Senior Vice Chancellor for Academic Affairs on the announcement of year three of the Initiative for Teaching and Learning Excellence. Proposals are due electronically by October 27<sup>th</sup> to our dean.

*Certificates through Distance Education.* Wheeler presented "A Profile of Adult Learners Seeking Certificates." Billie Strand says the university is putting more money into Degree Programs and

Certificates. Courses and programs from AgLEEC can be repackaged into a distance format for certificates.

*Bulletin Board and Department Decorum.* Wheeler asked for a small group of volunteers to make suggestions about our office decorum. The idea is to reflect “who we are.” Ellis, Matkin, Daubert, Bell, King, and Boren will meet soon so they can present a proposal at the next staff meeting. Daubert is in charge of getting the group together.

*Extension Publications.* Barrett presented information that Extension publications are going all electronic. Some publications need to be updated to make them current. All publications will be reviewed on a five-year rotation.

*Extension Educators Affiliation.* Barrett presented information on the leadership work group of the CRD Extension Action Team to become affiliates of our department. It will be about ten people. Discussion. We will pursue it. Wheeler will send a letter of invitation to each person in the work group.

*Budget Update.* Wheeler presented the departmental budget through August 31. We are doing fine so far. It is possible that budget cuts will be coming up again this year.

*NRI Integrated Proposal 2007-08.* Wheeler presented information regarding possibilities for a community development grant in 2008.

*Recruitment.* Matkin thanked everyone who helped with the State Fair Cyber Fair and Husker Harvest Days. Our recruiting efforts are going well so far this year. Karla Baumert also attended a couple of events this summer including NAYI. The Power of Red event is October 7<sup>th</sup>. Annie Doerr, an undergraduate student, has started working ten hours per week. She will focus on recruitment also. Our “giveaways” at the events were very popular. People especially liked the pens that clip-on.

*Tourism/Marketing Position.* Wheeler reported that two positions will be searched and advertized jointly. The tourism position will be in AgLEEC.

*Servant Leadership Conference.* Wheeler reported that we are in the planning stages of a Servant Leadership Conference to be held in Nebraska City September 6-8, 2007. Jennifer Moss has scheduled a planning meeting for Friday, September 22, for the Advisory Board.

*Departmental Teaching Award Update.* Fleming reported that we need more information for the departmental teaching award. Please submit it soon.

*Announcements.* Wheeler reminded the group that if we learn information from students that could potentially harm others, property or themselves, we are obligated to take action.

King announced that the new technology in the classroom is working so *please* don't change anything.

Meeting adjourned at 11:40 a.m.

Next staff meeting will be **Friday, October 20 – 10:00 a.m.**

Submitted by Betty James  
September 18, 2006