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## November 9, 2012 - ALEC Faculty Meeting Minutes

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**ALEC Faculty Meeting  
Minutes  
November 9, 2012**

Present: Cheryl Alberts, Mark Balschweid, Lloyd Bell, Kathy Bennetch, Karen Cannon, Dick Fleming, Mary Garbacz, Jennifer Greenlee, Kurtis Harms, Lindsay Hastings, Dann Husmann, Lisa Jasa, Myunghwa Kang, Sandi Karstens, Gina Matkin, Dan Moser, Judy Nelson, Jennifer Schoen, Vishal Singh, Roger Terry, and Malika Yadgarova.

**Old Business**

*Minutes* - Minutes from the September 7, 2012 were approved as amended.

*Teaching Award Fund*- Balschweid explained in 2007 ALEC won the NU system award for teaching excellence, the University-Wide Distinguished Departmental Teaching Award. It came with \$25,000 award fund. A committee of faculty developed guidelines on how that money could be allocated to have the greatest impact on the entire department. Presently, five years later, there is \$14,500 in that fund. Those dormant funds are looked at by the University when it appears they do not have a purpose. Bell presented an outline of the Teaching Award Funding Criteria. The program funding request must be directly related to a professional teaching activity in which an extended time period (4 hour minimum) is devoted to the introduction and practice of teaching strategy and/or techniques. Professional meetings and/or research conferences do not necessarily qualify. The fund is truly intended to support and help develop non tenured faculty. This is a nice opportunity to offer graduate teaching assistants that further expands their teaching and/or learning techniques in the classroom or non formal environments. Balschweid said another option would be to bring in a speaker for part of a day and open it up college wide. This would help communicate that part of our strategic plan is ALEC, the place to go for teaching/learning. (Application forms are on the shared ALEC/EdMedia drive. "M" – ALEC Teaching Award Criteria & Application.)

**New Business**

*ALEC Operational Guidelines/Committee Structure* – Fleming mentioned he will bring items during the year to this group as the new version of operational guidelines is developed. He shared a listing of all the committees that ALEC is involved with as a department. The list is comprised of internal ALEC departmental committees and then other university committees where ALEC has a representative. Those representatives report back to ALEC. On some university committees ALEC does not have a representative, e.g. Dean Extension Advisory Committee, Faculty Senate.

*FAC Proposal – Evidence of Faculty Candidate Teaching Performance* –At the last CASNR Faculty Advisory Committee, Dean Waller, asked each representative to bring back to their departments a proposal for reviewing teaching performance of faculty candidates and get feedback. Departments are asked to review the current Criteria for Appointment and Promotion in Rank for Tenure Track Faculty Positions in CASNR when evaluating applications from candidates. The FAC further recommends that candidates who are invited for interviews be asked to demonstrate teaching competencies relevant to the position description. Interaction between the candidates and students is preferred, but the proposal recognizes the need to be flexible if searches are held during the summer. The FAC suggest the following approaches for search committees to consider:

- 1) Candidate demonstrate teaching in a classroom environment (preferred)
- 2) Candidate gives a seminar highlighting teaching philosophy and experience

- 3) Candidate interacts with teaching faculty and/or students in an information setting such as a roundtable discussion.

Also, this is an opportunity to formalize what ALEC wants as a department for candidates with teaching appointments. **Motion - Bell moved to have this item referred to the ALEC Undergraduate Curriculum Committee to develop a guideline to be followed for evidence of teaching ability. These guidelines will be brought back to the faculty for review. Seconded by Cannon. Approved.**

*UNL Youth Activity Safety Policy* – UNL has started looking for policies that would be proactive in how the university deals with situations where youth are either brought to campus or doing activities with youth off campus. This policy has been shared with all in ALEC via the Monday Memo. Hastings indicated the primary reason for compliance is to make sure that the ALEC department and the University is not held liable for things that happen that may or may not be in our control. NHRI has 300 students, 150 college student leaders mentoring 150 K-12 student leaders. Hastings worked with Linda Moody, Center for Civic Engagement, who suggested looking at the UNL's risk waiver forms. From that form they developed their own two forms: 1) one for the parents of our junior counselors or mentees and 2) one for our college students. In the forms NHRI is asking the parent of the minor to say they understand there could be unforeseeable things that happen during their time together and they will not hold the university liable. Several drafts have been prepared. This spring they will gather all the parents and NHRI students' signatures.

Balschweid stated as a university employees all are subject to the information contained in the policy. Annually now UNL is checking for sex offender registry on all employees. Every employee should read the Youth Activities Safety Policy and then sign off that they have read the policy and that they have no relevant criminal background. Bennetch said that signed form will be placed in personnel files. Terry reminded everyone that this policy excludes any full or part-time student. It applies when ALEC personnel interact with "youth", (i.e. CDE contests, NHRI high school students, student teachers in high schools). Balschweid also mentioned the department is required to have people trained in adult/youth CPR and first aid at all those events the department hosts with youth on campus. Balschweid intended at this point was to raise awareness of this issue. He will work with Kathy and Janet on getting these forms out to all the employees.

*ALEC Procedures for Adjunct, Courtesy & Lecturer (T) Designations* – Balschweid reported the approval procedures ALEC has been going through to get individuals to teach courses have not been consistent with the rest of IANR. Dr. Ron Yoder said we do not need the formal application process that ALEC has been doing, for courtesy/adjunct positions for individuals to teach ALEC classes. Discussion continued about courtesy or adjunct positions. Bennetch outlined that both courtesy and adjunct positions are a "title" and "non-pay" status. These individuals work with a faculty member on special projects, in a non-pay status. When someone is hired to teach a class, that is a "Lecturer T" position and "paid" status. **Motion – Matkin moved from this point forward, the Undergraduate Curriculum Committee serve as the approval for individuals teaching ALEC courses for non-employees. Seconded by Cannon. Matkin moved to amend the motion, undergraduate courses are approved by the Undergraduate Curriculum Committee and graduate courses will be approved by the Graduate Curriculum Committee because it is necessary for that person to have graduate appointment for them to teach a graduate class. Seconded by Bell. Amendment approved. Main motion approved.**

### ***Committee Reports***

*Undergraduate Curriculum Committee* – Matkin reported the Entrepreneurship and Leadership Minor has been approved through CASNR Curriculum Committee. It's an 18 hour minor and will be in the new fall bulletin.

*Graduate Committee* – Matkin reminded the members of the graduate committee that Dean Hibbard is looking for a doctoral student to help with civil rights, audit, data collection, publications projects.

*Recruitment and Retention* – Yadgarova reported they had 16 students attend the Power of Red event. Cannon, Kang and Bell met with those students. Cannon asked for suggestions on how ALEC may up our numbers next year. Matkin suggested coming to the ALEC 102 classes and talk about the minor and the ALEC department, because there are a lot of undecided students in those classes. Next fall ALEC will have new recruitment assistants since both Malika and Jennifer will be graduating this spring.

*Social Committee* – Bennetch mentioned the potluck is Friday in Room 102 ACB. Also, December 3 is a Cookies and Coffee event, and please bring recipes for the departmental cookbook.

*Candidate Interviews* – Balschweid announced the second candidate for the Ag Journalism position will be on campus November 20<sup>th</sup>.

Meeting adjourned.