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November 7, 2014 - ALEC Undergraduate Curriculum Committee Meeting Minutes

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**ALEC Undergraduate Curriculum Committee
Minutes
November 7, 2014**

Present: Mark Balschweid, Lloyd Bell, Karen Cannon, Lindsay Hastings, Myunghwa Kang, Gina Matkin, L. J. McElravy, Jane Stentz, and Roger Terry

Guest: Dr. David Doerfert, Visiting Scholar from Texas Tech University

Unfinished/On Going Business

Motion: Matkin moved to approve the October 17, 2014 minutes. Cannon seconded. Approved.

FAC-Proposal on Teaching FTE Adjustments – Hastings reported from the CASNR Faculty Advisory Council that the:

- Motion was amended to strike the first of the proposed changes, advising of master and doctoral students will continue to be included in the load calculations.
- Challenged the assumption that creating distance classes requires more time than face-to-face.
- CASNR Distance and Online Task Force will look at incentivizing online education. Matkin will represent ALEC on this task force.
- Activities that are in question can still be reported as part of your promotion and tenure process, by listing them under accomplishments or submitting a request to Dr. Balschweid.
- FAC minutes will be posted on shared drive.
- One thing that will be added to the position description is that every faculty member has to contribute to the teaching mission of the university. Waller had mentioned a few faculty members over the years tried to convince their unit heads that they don't need to teach because they met their FTE other ways.
- Dr. Doerfert indicated they evaluate FTE calculations by percentages, and the different levels are made aware of the percentages of the appointment so they can compare with the actual activity numbers. Teaching dominates. The lightest appointment is probably 50%, heaviest 80%. Texas Tech is not land grant and most faculty are 9 month.

New Business

ACE 8 and 10 Departmental Reports – Terry was asked about the status of the departmental ACE 10 and ACE 8 reports. While participating in the Pearl Assessment there were questions like, did you program review these things? Matkin contacted Brooke Glenn who said if there is more than one course you need a departmental report that encompasses all of those. Matkin's recommendation, based on that conversation, is that ALEC take this form and list the overall outcome, and if people from the courses for that area feel that they're addressed all the questions on here we attach those reports. This needs to be sent back by email because they are phasing out Pearl.

- Hastings asked for clarification on what the question of interest is about. Matkin explained it's supposed to see if you fulfill the outcomes for the course.
- Brooke indicated if a program has several courses they can develop an outcome related to that ACE area that encompasses all the reports. This does not apply to courses with multiple sections. Those courses should have the same outcomes.
- Matkin pointed out that each one of the sections is a different ACE area 10 course.

- Bell suggested following what Matkin recommended and having a global commentary on those different courses. Bell will pursue a discussion about this topic at the next subcommittee meeting.
- Terry asked for a list of ACE courses that ALEC is submitting at this time that need UCC approval (not just submitted to CREC):
 - ALEC 480 (KC) (ACE 10)
 - ALEC 495A (LH) (ACE 10)
 - ALEC 431 (already certified and approved by UCC says LB) (ACE 10)
 - ALEC 388 (ACE 8)
 - ALEC 125 (ACE 8)
- Cannon raised the issue that CREC doesn't allow the submitting faculty member to see where the submission is in the process. Bell mentioned an approval notice should be received.

Motion: - Bell believes this discussion would constitute an approval and a communication of the outcomes for the various ACE 10 courses, as well as ACE 8. Matkin seconded. Approved.

- Matkin acknowledged that is approval of our departmental ACE report as well.
- McElravy mentioned that faculty are responsible for assessing outcomes and is hesitant to approve anything he hasn't seen.
- Terry mentioned it is late in the game at this point, and would like to move forward, however, would like this recorded so next time ALEC does any of these assessments that proper procedures are taken to have more input. Each should be brought to the departmental committee for approval before it moved to the college level.
- Bell said it makes sense to talk to faculty teaching similar courses, but that having the entire department give feedback on something they aren't familiar with doesn't make much sense.
- Cannon was frustrated that the department is being asked to do things retroactively, and not being properly informed of protocol.
- McElravy sees the UCC as a shared governance. Matkin agreed, but said the issue is the expectation of a new report that the faculty were never informed about.
- Send your reports to Terry, who will send out to all the faculty for review. Deadline to submit the final report is November 12.

Further action on this issue - Email from Dr. Terry 11/21/2014

The ALEC UCC discussed and approved a process to provide a departmental report for ACE 8 courses and ACE 10 courses on November 7. At the same time we approved the recertification of the following courses: ACE 8 courses included ALEC 125 and 388. ACE 10 courses included ALEC 431, 480 and 495 A. However, we overlooked another course up for ACE 8 recertification, ALEC 165, Pepsi Service Scholars. I called for a vote to approve or not via email after giving the UCC time to review the documents provided by Linda Moody.

The vote has been taken and the ALEC UCC has approved (November 20, 2014) the documentation requesting recertification (with minor modifications). This may now be entered by Linda Moody into CREQ for a continuation of the approval process.

Announcements

Student Athletics - McElravy mentioned an IAC report sent out by the Faculty Senate related to athletics and how they interact with academics. Classes with more than 25% student athletics would be looked into, and McElravy indicated some of the ALEC online classes may be susceptible, although the rigor of ALEC classes may dissuade students from staying.

ALEC Advisory Council - Terry asked for feedback about the newly restructured ALEC Advisory Council meeting.

- Matkin believes the new people assembled asked relevant questions to better understand the program so they could advise the department how to attract the right students.
- McElravy had to rearrange several classes in October and again in November for this meeting.
- Balschweid said that it was a good opportunity to see the fruit of the changes the department has been making, but he would be open to changing the time so that faculty are able to attend without conflicts.
- Matkin suggested bring the whole group together in the spring, and keeping the fall for individual meetings.
- Cannon reported her meeting with Dr. Doerfert, Visiting Scholar from Texas Tech, was exciting because of a resurgence of interest and retention of people from previous years, with good discussion about why people are invited on this council. Dr. Doerfert discussed what things we need to be doing with our students to give them the means to be hired, and how to build in skills to existing classes rather than creating new ones.
- Stentz, as a graduate student, mentioned the students desire the same thing the council was desiring such as experience rather than just sitting and receiving information. Stentz hopes the NE Innovation Campus will create more of these opportunities.
- Bell asked if the AESC faculty were comfortable with the program they created. Not yet. Terry said the discussions made him more uncomfortable in terms of where he needs to be as a program leader and understanding the program, but he also feels better because they have a roadmap that should pay off in the long run. Cannon will outline the discussions and share with Dean Waller and others.
- Balschweid said he and Dr. Kang wanted tourism better represented at the council so they went to the HRTM group last summer and they now will start an HRTM Advisory Council. HRTM has been tasked with a Strategic Planning process that will conclude in February and it was suggested that they get further down the path before identifying HRTM Advisory Council members. Julie Jean is heading up that process.

AESC Search Committee – Terry reported the search committee had 10 applications for the AESC position. The committee has met and gone through the initial matrix of narrowing the list down to 5. Right now they're calling references to narrow the list to three or four, hopefully before Thanksgiving so the interviews can be scheduled before Christmas. There are other Ag Comm openings, so time is of the essence.

Motion: Matkin moved to adjourn the meeting. Seconded by Cannon. Approved.