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September 7, 2012 - ALEC Faculty Meeting Minutes

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**ALEC Faculty Meeting
Minutes
September 7, 2012**

Present: Cheryl Alberts, Mark Balschweid, Kathy Bennetch, Will Bird, Dick Fleming, Mary Garbacz, Lindsay Hastings, Dann Husmann, Lisa Jasa, Matt Kreifels, Gina Matkin, Dan Moser, Brandon Schulte, Jennifer Schoen, Roger Terry, Judith Wolfe, and Malika Yadgarova

Old Business

Minutes from the March 9, 2012 were approved as amended.

New Business

2012-13 ALEC Committee Structure – Balschweid asked for volunteers who are interested in serving on ALEC committees. Several expressed interest and those names will be added to the listing. The completed list will be presented at the next faculty meeting or sent out sooner electronically for approval.

ALEC Operational Guidelines – Dick Fleming shared the ALEC Departmental Guidelines. Veterinary Science and ALEC are ahead of other departments since we already having some guidelines. Balschweid indicated the ALEC guidelines are based on the Board of Regents actions and cannot contradict any NU system or IANR system guidelines. Now ALEC has the opportunity to bring these Operational Guidelines up-to-date. Husmann recommended ALEC increase the focus on staff interactions and document those interactions including adding EdMedia.

ALEC Advisory Council - Fleming announced the next ALEC Advisory Council meeting is October 31. He is in the process of checking with the Advisory Council members whose terms are expiring and see if they want to renew. He will need some additional input from Husmann and Bell on Industrial Technology representatives. Across the state we have over 400-500 industrial technology teachers and the ALEC Ag Ed faculty are the only source for training them. Jim Musil, Omaha Public Schools Industrial Technology, is interested in serving on the Advisory Council and helping with training and placement of these graduates. He will be sending us his credentials.

MyPlan/MyRed/NSE Advising - Husmann mentioned the CASNR's Dean's Office recently sent out an email explaining the main points of MyPlan and MyRed dealing with the advisor assignments. ALEC does a great job of advising students and getting an advisor assigned promptly. It's important to get an advisor assigned as early as possible so that the student has an identified advisor that he or she can work with from the start. Balschweid said we know from research that quality advising is critical to student retention and maturation throughout their program.

MyPlan is going to be the central note taking plan for advising. In MyPlan you can search or sort different categories like NSE advisor, general advisor, your class history, a roster with a printable student's picture, and attendance. You can post a flag if a student isn't attending your classes and alert their advisor. Discussion regarding paper files versus solely using MyPlan followed. The records in MyPlan are kept even after they graduate. Presently, ALEC undergraduate student files are kept for six years, then moved to electronic files, and placed on a secure drive. The hard copy paper file is destroyed. Final recommendation – keep the paper files but still use the MyPlan to post your advising notes. Bennetch asked if she still needs to keep the undergraduate database. This information is

already in MyRed, therefore, the undergraduate database isn't needed anymore due to duplication. Matkin asked how ALEC keeps graduation information? Bennetch reported Jennifer Greenlee keeps track of all our alumni in a special database. If you know where the graduate is employed, let Jennifer know so she can add that information to the database. In addition graduates are added to the *ALEC IN ACTION* newsletter database so they start receiving the newsletter.

Extension Course/Degree – Balschweid gave a short overview about some courses ALEC previously had at the graduate level that had to do with evaluation and monitoring. These courses dealt with history of extension, principles of extension, and principles of adult education. Over time we didn't have enough faculty to teach these courses and the courses ceased to be taught. Bird gave an overview on how courses came to be at his previous institution at Missouri. They had a series of courses to prepare our leadership and teacher education students that went through a program planning class and a teaching methods class. The teaching methods class focused almost entirely on students who wanted to be high school Ag teachers. The leadership students felt like outcasts, they didn't see any relevancy because it was very focused on the formal preparation. Therefore, they designed a class that was similar to the teaching methods class, but it was geared towards everything and anything about non formal education: youth programs, Adult Ed programs, and community based programs. It had a very hands-on oriented approach where students practiced different elements of information delivery and gained the capstone experience. An example was given where they hosted a day long Boy Scout merit badge center. An evaluation was filled out by the group at the end of the day. This type of class provided a great opportunity for the leadership students. Others might be interested in information delivery with a broad range of audiences. The class isn't focused on a particular area of content but how to deliver the information. Cannon asked if it would be taught via distance. It could be modified to make it a distance course and it could be for current extension personnel. Terry mentioned he would like to see the syllabus and recommended that the Extension and Outreach Committee discuss this idea further. Matkin recently had a student interested in ALEC's master's program who specifically asked about what kind of preparation ALEC did for our extension program. ALEC currently does it's best to prepare students with the program but doesn't have a specific class about the history of extension. Considerable discussion followed. Terry mentioned that in ALEC 305, teaching methods are discussed and students are given the idea that they will have the opportunity to train at some point. Many undergraduate students have no idea that learning to train people can be important, so a class like this would be fruitful. Bell encouraged further discussion and thinking about this in terms of a program while developing a program thread and get the support within the college. Terry will pull the Extension and Outreach committee together and map out a strategy.

Annual Faculty Goal Setting – Balschweid mentioned the only time he sees your professional goals is when they are submitted with your ERFA. He suggest the following items to be included in your goals:

- Things you are being paid to do should not be part of your goals. i.e., teaching a class
- Focus on identifying fewer goals, and focus on doing those well
- Goals should be realistic
- Keep it simple, 1-2 goal statements with objectives on how you are to achieve the goal
- Highlight professional development - Is there an area you want to improve in or a workshop you want to attend that would help you do your job better?
- Goals should represent activities related to your job description
- Goals and objectives should be specific enough to be measurable. Otherwise, we have no idea if you met your goal.

- Revisit your job description and see if it needs updated or changed.

Activity Insight will be the new program to use this year to input your goals and objectives. There will be training this fall.

Committee Reports

Promotion and Tenure Committee – Bell reported the P & T committee will be meeting this afternoon, September 7, to discuss continuous appointment, tenure tracks timeline. External letters are now required of any promotion.

Undergraduate Curriculum Committee – Terry reported they have been involved in new courses, new curriculum discussions and working diligently with issues between HRTM and CEHS. Two Ag Literacy courses are being developed and pending approval. Bell mentioned from a presentation at the University Curriculum Committee by Patrice Berger about the UNL Honors Program these two new Ag Literacy courses might be considered for the Honors Program.

Graduate Committee – Matkin formed three sub committees to work on various graduate committee policies and procedures. The committee has talked about extension. So far 8-10 applications have been received to the graduate program and the deadline is February 1.

Recruitment and Retention - Yadgarova announced they attended the Power of Red Leadership Conference and spoke to 6-12 graders about ALEC department, it's programs and the leadership minor. Yadgarova and Cannon attended Nebraska Ag Youth Institute (NAYI) and spoke at each of the sessions about our programs. The students did a 30 second news film and later those were emailed to the 56 students. Shoen indicated the enrollment numbers show CASNR is up 3.7% which is 71 students. November 3 will be the CASNR Experience the Power of Red and will be held in the ALEC department classroom.

CASNR Faculty Advisory Committee – Kang reported at this meeting they talked about graduation rate, recruitment, effort to change, re-enrollment, and retention. CASNR has a six year graduation rate of 79%. A second recruiter, Sue Ellen Peg, is working for in-state recruitment along with FFA and other organizations such as 4-H. CASNR has 1,999 with a 3% increase enrollment since last fall. UNL is at the bottom among the Big 10 schools in retention rate at 84%. The goal is to increase that rate. The first four weeks with our freshmen students is critical to their success. Other discussion included the Life Science program. The Business College is creating six new courses for it's new minor for nonbusiness majors.

ALEC Advisory Council Meeting - Balschweid reminded everyone that the ALEC Advisory Council meeting is October 31 from 10:00 – 2:00. Please mark your calendars.

Gift Fund – Bennetch explained that the Gift Fund is a volunteer fund where you can contribute money for sending flowers or appropriate items to the person who is celebrating a wedding or has been hospitalized because of serious illness. If a person didn't participate in the Gift Fund, no items were sent to the individual which has caused some issues. Discussion followed about how other departments handle this type of fund and whether it should be open to the entire department. **Husmann made a motion to refer this issue to the Social Committee and report back at the next departmental meeting. Matkin seconded. Approved.**

Call for Proposals deadlines –

- AAAE – February 21
- Rural Futures – Teaching (Oct 12) and Research (Oct 19)
- USAID/HED Women's Leadership (Oct 15)

Announcements –

Wolfe announced the library is moving to a single sign on, and it should be ready in January. Also, more information will be coming about the new pin numbers.

Meeting adjourned at 10:37 a.m.