

**MINUTES**  
**Departmental Meeting**  
**Tuesday April 12, 2016**  
**2:00 p.m. – 3:30 p.m.**  
**129 AGLS**

1. 2:00 – 2:15

**Welcome Deans**

**Murphy**

Dr. Hussey and Dr. Sams have been scheduling time to attend departmental meetings to provide question and answer sessions.

Dr. Hussey opened the meeting informing all that he and Dr. Sams appreciate the opportunity to be there.

He announced three items he wished to discuss:

Budgets – how do they look? At the state level he believes they will make it to the end of the 2 year budget with revenue equal or exceeding expenditures. Change at the federal level could create new opportunities.

Merit Increases – The University provides funds to all Colleges for merit to TAMU employees. The Agencies usually attempt to match this funding, but Dr. Hussey said that depending on what Washington decides, the FLSA changes may absorb the funds for merit increases. The current President wants to raise the minimum wage for exempt employees, somewhere between \$35-51,000/year – at the upper end of this range there is concern on the agency side. No one is opposed to meeting the new requirements, but we may struggle with the timing of implementation. We will not know until after July 1, and will have 10 days to implement change.

Changing in Communication – The College has hired three individuals to focus strategically targeting two groups, those who 1) provide money, and 2) influence our ranking nationally.

These items affect all on campus. TAMU provides all funding for faculty appointments. Dr. Hussey worked with the Provost over the last 3 years and the university bought out these faculty appointments. This resulted in about \$5 million/year in savings. What happened to those funds? Four million went to College and Agrilife Research, one million remained in Brazos Co. (facilities – greenhouses in the bottoms). One million went to every department as matching funds for graduate students. Borlaug received a one-time disbursement of two million for renovations of growth chamber space. Going forward, these funds can be used for large projects, facility improvement, start-up packages, but not for faculty lines.

Dr. Sams informed everyone:

These funds allowed us to do things with research funding. Graduate students/assistants were hired as GARS.

Enrollment growth funds – these are new. The Provost provides funds as enrollment increases, the Colleges received funding. This year, in COALS, the number is up to \$1.3 million. High growth departments get needs fulfilled. Formula using semester credit hours, weighed student hours, and head count, ALEC received some of these funds.

As all are aware, IEEF fees were replaced with Differential Tuition. Those funds are used to support additional capacity. It has not increased, so not able to keep up with the enhancement/equipment, etc. needs. The Board of Regents approved to increase these amounts to renovate classrooms, add graduate assistant teaching funds, and contribute to new research areas.

Distance Education funding has grown. Revenue can be used to pay faculty as well as TA's. COALS distributed \$2.5 million.

Dr. Sams wishes to communicate this message – There has never been a better time to be entrepreneurial in your teaching, Be creative, be innovative, there are many opportunities to generate funding in support of the teaching enterprise.

Grand Challenges – A variety of symposiums will be offered for teams to come together. Next month 5 teams will receive funding to use to hire grant writers, put on conferences or workshops.

International Programs - President Young visited Colleges last summer and fall. During these visits, President Young was struck by the number of international programs. He sees the potential to work together and values to hear about what is happening in the Forums. ALEC is a leader in Study Abroad and strategic working with Mexico, Brazil, South Africa, and Costa Rica.

Workplace Climate – Due to the events that happened on campus recently, a question arises - Is this a place where people want to come to work?

Diversity has many aspects, gender, students/faculty, on campus / off campus, etc. The University is doing a lot. Over the last 4 years, the annual diversity report has shown expanding diversity. The primary culture is the day to day environment in the department. Workshops are being offered for faculty and staff to come together to think about the departmental climate. After department heads/faculty workshops take place, next workshops will be for staff, and then for students. Finally, all these conversations need to come together to discuss climate to improve the department's climate. Funding will be available to offer social events, etc.

Hussey added.. The climate is interesting. The reason we are starting with Department Heads because not a response to any event, but a recognition that we needed to start with them. There has been a plan in place well before the events on campus this summer. We know that it seems to be a reaction to events, but it really isn't. Carrying handgun rules, Attachment A.

Open up to questions:

New Construction :

The 4th building is on schedule to be completed Summer 2017. Departments will move in next May/June.

Rosenthal – Sidewalk to Ag Cafe – complete late next Fall.

New Plant Pathology Building – It will be 4 stories, not approved yet, but all funds have been obtained.

Approximately \$19.7 million has been received from the President. In the works to replace the Horse Center north of F&B Rd. We hope we will receive some additional funding from this. Some wish lists funding for ALEC may be available. Dr. Hussey noted that the Borlaug funding – Growth chambers, improving greenhouses, etc., were responses to external review recommendations. ALEC is conducting an external review.

TVML Building on Agronomy Road is almost complete.

Gardens Project – Projected groundbreaking of Phase I (sidewalks, water lines, etc.) is June 2017. Phase II -- Actual gardens, late Fall 2017/Spring 2018.

Across College – SRS, there are mixed messages. New person coming in from Kansas will move AgriLife contracts out of SRS. Moving to Vice Chancellor office. Some feel good about that. It will take time to hear about improved quality.

College enrollment goals are ‘modest,’ 2-3 % of UG. The push is to grow graduate enrollment, particularly full-time graduate students. Selected growth in areas is good, gather support. Focus on areas of excellence. Faculty need to decide what that is.

Among the 14 departments in College, do they have external advisory committees to discuss the needs of the department? All have internal, not all have external. The Deans do encourage external advisory committees. Challenge is to make the committees time rewarding to be on an advisory board.

Dr. Hussey and Dr. Sams thanked everyone for allowing the time to come visit. Do not hesitate to ask them to come back.

**Welcome/Announcements/Bus Recognition**

**Murphy**

Attachment B.

❖ Years of Service Pin – next meeting

❖ Advisor update

**Beevers**

Kristina updated everyone with details she received from Financial Aid Office. Federal financial aid regulations that have been on the books since the mid 1960's will be strictly enforced starting this fall – as mandated by the federal government. Financial aid has been told that federal assistance (grants, loans, scholarships, etc.) given to undergraduates and graduate students will only count towards courses that apply to their degree. This will impact a great deal of our students. Any course not going towards the completion of their degree will be ineligible to assistance. Undergraduate students enrolled in 12 hours for the fall but only 9 are working towards the completion of their degree, they may be marked as a part-time student. Financial Aid is still working out how they are going to determine eligibility. They are also trying to work out whether or not minors and certificate programs will be covered. The students will be informed about the new enforcement of old regulations before the end of the semester. Bottom line, the federal government does not want to pay for more than 120 hours towards any degree. Any questions should be directed to financial aid.

❖ **Bring your bus/van/truck/wrecker:**

- Student workers to Beevers
- Gunnels to Fulton
- Nelson to Cadena & Norgaard
- Smith – next meeting
- Edney to Kujawski
- Beckett – no longer here, Briers still has bus

2. 2:15 - 2:20

**Update on Alumni Relations/Development**

**Kujawski**

Jenna thanks everyone for helping and participating while the board was here. This was her first face-to-face meeting with the members and she is optimistic seeing the momentum coming from the meetings. Her next step is to keep the members engaged, to keep the ideas coming and get them back together to help with the ideas being proposed.

Jenna and Dr. Elliot had planned to provide an update on student accounts and the budget availability, what accrues each year, etc. Since Dr. Elliot was not present, Jenna indicated to save details for a different meeting.

Dr. Murphy added -- From the meetings, the Internal Board members commented that they had felt they were doing a different role than what they signed up for. They were glad to see themselves back to focusing on assisting with departmental programs; the teaching, internship opportunities, teaching assistants, etc.

Jenna added -- The Boards are here to do the work for us, to assist us, not to put more work on the faculty. So let's utilize them and put them to work.

3. 2:20 – 2:40

**IT Updates**

**Nelson**

Zach first reminded everyone about the important deadline Friday, April 15 – All network drives are going away, P drive, Share and Group drive. If you have not done so, create your account in Syncplicity and move your P drive ASAP. If you use the Drag and Drop method, you must do this in Google Chrome only.

In addition, as part of the migration, we are no longer associated with Agrilife. Agnet accounts no longer exist.

4. 2:40 – 2:50

**Student Group Reports (AGSS/Peer Advisors/Reps/**

**Misc.**

**Fellows/Fusion/ACT/CFFA/FAST-ATA) – No report from any group. Social Media handout, Attachment C.**

5. 2:50 – 3:00

**Associate Head Reports**

**Rutherford/Murphy/Cummings**

**Graduate Report - Attachment D. Most important item is to access the April 1 review and ballot before Friday, April 15, midnight. The Group drive will not be available after this date. Next review cycle in October will be in Syncplicity.**

D@D Information, Item C in handout – Dr. Murphrey followed up. As part of her ALEC 681 with the cohort members, we have scheduled the students to be able to meet with joint faculty prior to the Graduate Faculty on May 9. This is in an effort for the students to get to know some faculty that may not have been able to attend the meeting in August. Watch for an email from Clarice with more information.

**Undergraduate Report**

Dr. Rutherford mentioned that Jamie has been working very hard to collect the originally approved syllabus and the most recently syllabi currently taught for all UG courses. The plan is to compare them and have on file so we know what course content is being taught. Also, to have for reviews.

**Dr. Briers had questions referencing Kristina's information from Financial Aid Office. There is no way we are able to know what courses will be acceptable. Advisors will have to revert back to the degree planner on file. FA office declared advisors may need to dedicate at least 1-2 hours a week to make sure all adjustments are done.**

**Extension Report – No report. Dr. Cummings not present.**

**Travel Request Form Deadlines**

Domestic (30 days prior to trip): e.g., travel June 1, 2016 due by May 1, 2016

International (60 days prior to trip): e.g., travel July 1, 2016 due by May 1, 2016

**Upcoming Events**

May 17-20, AAAE, Kansas City, MO

June 21-24, NACTA, Manoa, HI

July 10-13, ALE, Sacramento, CA

September 19-21, WRAAAE, Tucson, AZ

October 19-21, Competence 2016 Wageningen, The Netherlands,

April 2-5, 2017, ALEC APR

**Upcoming Departmental Meetings**

**(All meetings in 129 AGLS)**

May 4 @ 9:00 am

ITEM  
EXHIBIT**Texas A&M Extension Service Rules****34.06.02.X1 | Carrying Concealed Handguns on Texas A&M AgriLife Extension Property***Approved: April 27, 2016**Next Scheduled Review: April 27, 2021***RULE STATEMENT**

In accordance with The Texas A&M University System (A&M System) Regulation 34.06.02, *Weapons*, Texas A&M AgriLife Extension Service (AgriLife Extension) will comply with all applicable federal and state laws, policies, and regulations, relating to carrying handguns on AgriLife Extension property. This rule applies to only off-campus facilities. For on-campus facilities, employees will follow the Texas A&M University Rule.

**REASON FOR RULE**

This rule is required by A&M System Regulation 34.06.02 and provides the guidelines for ensuring the safety of AgriLife Extension personnel while complying with all federal and state laws, policies, and regulations pertaining to carrying handguns.

**PROCEDURES AND RESPONSIBILITIES****1.0 GENERAL**

- 1.1 The agency established this rule with input from AgriLife Extension employees about specific safety considerations and the uniqueness of the agency environment. This rule was reviewed by the system board of regents as required by law.
- 1.2 A handgun license holder under Chapter 411, Texas Government Code, may carry a concealed handgun on or about the license holder's person while the license holder is on AgriLife Extension property, or in an agency vehicle, unless prohibited by state or federal law, or this rule. The open carrying of handguns on agency property is prohibited. Licensed peace officers are authorized by law to carry firearms at all times. Employees who are license holders are permitted to store a handgun in their office space so long as the handgun is secured in a locked drawer or compartment.
- 1.3 AgriLife Extension enforces the state law regulating firearms on AgriLife Extension property. This enforcement occurs in two ways. First, police or other applicable law enforcement agencies will investigate and take appropriate action, including referral for criminal prosecution when violations occur. Second, AgriLife Extension will consider any violation of state law regulating firearms to be a violation of AgriLife Extension rules. Accordingly, such a violation is subject to disciplinary action under rules applicable to employees.

**2.0 STORAGE OF HANDGUNS IN RESIDENTIAL FACILITIES.**

- 2.1 Legal handguns/weapons may be stored in the personal residence of individuals who live on AgriLife Extension controlled property.
- 2.2 Handguns/firearms stored on AgriLife Extension property must be in a safe manufactured for the purpose of storing a handgun/firearm.

### 3.0 RULES APPLICABLE TO CARRYING A CONCEALED HANDGUN ON AGRILIFE EXTENSION PROPERTY

#### 3.1 State Law Prohibitions

A license holder is responsible for complying with the applicable state law prohibitions. See Appendix.

#### 3.2 Federal Law Prohibitions

A license holder is responsible for complying with the applicable federal law prohibitions.

#### 3.3 Other Prohibited Premises

When a 4H/youth event is being conducted on an AgriLife premise, a license holder is prohibited from carrying a concealed handgun, unless the license holder is a participant in the event and a handgun is used in the event. Effective notice must be given under Section 30.06, Penal Code.

#### 3.4 AgriLife Extension employees located in county property or facilities will adhere to the county's policies for carrying handguns on county property, or in county vehicles.

#### 3.5 If an Extension facility is co-located with a federal/USDA facility, any employee accessing the federal/USDA facility will follow the federal/USDA concealed carry guidelines.

#### 3.6 Any premises where the agency, as directed or approved by the director as necessary for property safety, gives effective notice on a ~~permanent~~ or temporary basis pursuant to Section 30.06, Penal Code. For this rule, the phrase "owner of the property" in Section 30.06(b) means the director of the agency. No agency employee is "someone with apparent authority to act for the owner" for purposes of 30.06(b). All notices under 30.06 will be institutional notice, conform to Penal Code sections 46.03 and 46.035, and apply equally to all license holders.

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### **RELATED STATUTES, POLICIES, OR REQUIREMENTS**

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Tex. Gov't Code § 411.2031

Tex. Penal Code §§ 30.06

Tex. Penal Code §§ 46.03

Tex. Penal Code §§ 46.035

System Regulation 34.06.02, Weapons

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### **DEFINITIONS**

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*Property* - All land and buildings owned or leased by AgriLife Extension.

*Premises* - A building or portion of a building. The term does not include any public or private driveway, street, sidewalk or walkway, parking lot, parking garage, or other parking area.

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### **APPENDIX**

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Texas Statutory Prohibitions

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***CONTACT OFFICE***

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For questions, contact AgriLife Risk and Compliance at 979-845-4789.



ALEC Departmental Meeting  
April 12, 2016

1. Congratulations, Thank You, and Welcome
  - a. **Lenae Allen** (AGCJ/ANSC), **Victoria McGuire** (AGCJ), **Heather Plant** (AGCJ), and **Breanne Warhol** (AGSC) - 1st place undergraduate oral presentation: *Experiential Learning and Undergraduate Research*
  - b. **Mallory Mobly** - 2nd place graduate oral presentation: *Reaching the Public: Personas for Marketing Agriculture Organizations*
  - c. Congratulations to **Dr. Julie Harlin** for being chosen as an AgriLife Advanced Leaders Cohort III representative on the Executive Committee.
  - d. **Kevin Andrews** is part of an interdisciplinary team from Texas A&M AgriLife Extension Service, Prairie View A&M Cooperative Extension Program, Texas A&M Forest Service, Texas A&M University College of Architecture, and USDA Rural Development which was funded to participate in the USDA Stronger Economics Together VI economic development program in collaboration with the Southern Rural Development Center. Kevin will serve on the State Resource Team and as an economic development Coach.
2. Announcements
  - a. As part of the Program Review, a 2-page CV from each faculty member will be included in the self study. Faculty will begin to receive the current CV's on file by the end of April. We ask that you review and edit as need and send back to Clarice by the end of May.
  - b. Faculty and students attending the AAEE National Conference in Kansas City, please mark your calendar to attend the TAMU/TTU Dinner on May 18, 2016, 6:30 pm, at The Granfalloon Restaurant. Registration for the conference is now open and there is an option to select to attend the dinner on the registration form. The price of the meal is \$20.00.
3. 2015 APR
  - a. Only a few faculty left.
  - b. Staff reviews are coming up.
4. Development Visits/Engagement
  - a. ALEC boards met April 7 & 8.
    - i. Thank you to **Jenna** who did an amazing job of organizing both boards.
    - ii. **Drs. Cummings** and **Murphy** chaired the internal board meeting.
    - iii. Thank you to all the staff, students, and faculty who participated with the:
      1. STEM tours
      2. Chauffeurs
      3. Board dinner
      4. Board meetings (**Clarice** and **Jamie** took minutes)
      5. Class engagement
      6. (**Charlene**) Scholarship reception, etc. And to all who helped surprise **Debbie** with her scholarship.
  - b. Fall "virtual" meeting is October 26, 1:00-3:00 p.m. Mark your calendars.
  - c. John Hendrick, Lipan, TX April 14
5. Publications/Presentations
  - a. **Kevin Andrews** will be a speaker at the upcoming TEDxTAMU conference, held on April 16 in the Interdisciplinary Life Sciences Building on campus. His topic is, "Lessons you can learn in college from studying beer." Tickets are available at the MSC Box Office, and the session will be recorded and uploaded to the TED website.
  - b. **Kevin Andrews** served as a Key Informant for evaluation for the i-Three Issue Corps for eXtension during the National eXtension Conference 2016, held March 22-25 in San Antonio. The i-Three Issue Corps is a cohort of Extension professionals from around the nation who are addressing climate and food systems issues in innovative manners.
  - c. **Kevin Andrews** will be in Washington, DC on April 9-13 as a member of the planning committee for the Joint Council of Extension Professionals' (JCEP) Public Issues Leadership Development (PILD) conference. This conference prepares Extension professionals and volunteers to engage in U.S. public policy and the legislative process. Kevin was also co-chair of the National Association of Extension Program and Staff Development Professionals (NAEPSDP) annual conference and is the communications subcommittee co-chair for the Association of Natural Resource Extension Professionals (ANREP) and National Association of Community Development Extension Professionals (NACDEP) joint conference, where he also serves on the conference hospitality subcommittee and the NACDEP marketing committee.

**2016 AIAEE Conference:**

  - d. Extension Programmatic Needs of Russian Dairy Farmers: The Adoption of Field-Based Adult Learning Experiences. **Dr. R. Strong & Thomas Hall.**
  - e. Application of Borich Needs Assessment to Rank Order Needed Social Marketing Competencies among Extension Professionals in India. **Dr. Murphrey.**
  - f. What does Mom Think? Parent Opinions of Study Abroad. **Drs. Rutherford, Redwine, & Wingenbach, & David Walther.**
  - g. Comparison of United States and Latin American Undergraduate Students: Understanding, Attitudes and Perceptions of International Agricultural Issues and Engagement as Global Citizens. **Dr. Wingenbach.**

- h. An Innovative Way to Preserve a Natural Environment & MayaItza culture: The Case of Bio-Itza. **Dr. Murphrey & Taya Brown.**
  - i. Non-Traditional Export Crops' Impact on Rural Guatemalans' Wellbeing: A Case Study of Extension Education at the Cooperative Level. **Dr. Wingenbach & Georgia Arrindell.**
  - j. Laboratory Capacity Assessments for Burkina Faso, Ghana, and Gambia: Extension's Role in Assisting Developing Nations Sell Food Beyond their Border. **Drs. R. Strong & Edney, Thomas Hall, Katlin Keppler, Nicole Ray**
  - k. Training Needs of Tunisian Ministry of Agriculture Personnel: Enhancing Agricultural Cooperatives Where Formal Extension Systems Do Not Exist. **Dr. R. Strong & Thomas Hall.**
  - l. A Photovoice Process Exploring Indonesian Journalists' Perceptions of Biotechnology in United States Agriculture. **Drs. Murphrey & Leggette & Thomas Hall.**
  - m. The Influence of Culture on Organizational Culture: Preferences within a Cross-Cultural NGO. **Dr. J. Stong & Joelle Muenich.**
  - n. A Process of Educating International Journalists: A Tour of Biotechnology in U.S Agriculture. **Drs. Leggette & Murphrey, & Thomas Hall.**
  - o. Acquisition of a Second Language: Thinking Outside the Box - Opportunities & Possibilities. **Taya Brown & Dr. Murphrey.**
  - p. An Illustrative Model of Farm-to-Fork Program: The Case of a Sub-Region of Apulia in Southern Italy (Murgia). **Marco Giliberti & Dr. Lindner.**
  - q. An Illustrative Model of Farm-to-School-Program: Advocating Food Safety in Light of Environmental Change in the Virgin Islands. **Marco Giliberti & Dr. Lindner.**
  - r. Strategies for Extension Leaders to Measure Consumer Demand Preferences to Enhance Developing Seafood Markets: A Case Study Example Using U.S. Seafood Markets. **Drs. Hanagriff, R. Strong, & Edney.**
  - s. Study Abroad Partnerships and Food Security: What Can We Learn? **Drs. Jones, Wingenbach, Rutherford, Redwine, & Bobbitt.**
6. 2016 Mid-term Review
- a. May 9: The complete dossiers of candidates for mid-term review are due to the Promotion and Tenure Chair and Vice Chair, Senior Administrative Coordinator, and Department Head by 5:00 pm.
  - b. May 10 through May 20: Dossiers available online for Promotion and Tenure Committee members' reviews.
  - c. May 23: Promotion and Tenure Committee will meet to discuss mid-term review dossiers. Committee members will vote on dossiers via an online intranet system. Committee members will be assigned to lead a research, teaching, or service writing statement team.
  - d. May 23-26: The Promotion and Tenure Committee Report for each candidate will be a combination of the research, teaching, and service statements. The report will be completed by the P&T Chair and signed by all members. The report will reflect discussion, to include 'minority opinions' on items not agreed upon. Final conclusion will represent the majority vote.
  - e. May 27: The Department Head will submit ALEC midterm review decisions to College.
7. 2016 Promotion and/or Tenure
- a. May 9: A listing, with complete contact information (physical and electronic addresses), of as many as four external reviewers the candidate would recommend review their packet will be submitted to Promotion and Tenure Chair, Vice Chair, Senior Administrative Coordinator, and Department Head by 5:00 pm. Candidates may also submit a listing of all persons they believe should not review their packet. Reasons for these exclusions are not required.
  - b. June 13: Complete dossiers of candidates due to P&T Chair, Vice Chair, Senior Administrative Coordinator, and Department Head by 5:00 pm.
  - c. July 25: All external reviewer letters due.
  - d. August 8 through 19: Complete dossiers, with external letters, available for review through online intranet systems.
  - e. August 22: Promotion and Tenure Committee will meet to discuss dossiers. Committee members will vote on dossiers via an online intranet system. Promotion and Tenure Committee members will be assigned task of leading writing teams for statements on research, teaching and service.
  - f. August 31: Research, teaching and service reports due. Reports should be signed by all members. P&T Committee report due and will reflect discussion, which will include 'minority opinions' on items not agreed upon. Final conclusion will reflect the majority vote.
  - g. September 9: Department Head will complete his letter and submit bookmarked PDF of dossier to College.
  - h. Additions or changes to CV after initial submission may occur at any level of the review and evaluation process. In general, it is advisable to use caution and limit changes to the CV to additions, updates, or corrections that are substantive in nature. For example, candidates may request to update their CV after learning that a pending grant has been funded, a paper submitted for publication has been accepted, a new contract for a book has been signed, an important recognition has been awarded, etc. Modifications to the dossier must be clearly marked and documented. For example, a sheet may be inserted into the CV section stating exactly what has changed (such as, "Grant proposal X to NSF, listed as pending, has now been awarded"). The insert should contain a statement that the candidate deems the changes to be accurate as of this date and should be signed and dated by the candidate. Requests of additions or changes to the CV must be submitted through the department head, who in turn will forward it to the evaluating body currently reviewing the dossier.
8. Dutch treat lunch with Dr. E. – Contact Debbie King to schedule and leave a contact number (for rescheduling): April 22, 25, 27, 28, 29; May 3, 4, 23, 31

# Social Media Analytics March 2016

## FOLLOWERS



1892

↑ 29



374

↑ 27



361

↑ 11

## Top Post

**TAMU Department of Agricultural Leadership, Education, and Communications**  
Published by Emily Foreman [?] · March 24 at 12:30pm · @

Today's #ibtALEC features students trying coffee beans as a part of an immersive study abroad experience in Costa Rica. What's the most interesting thing you've tried while traveling?

1,086 people reached

[Boost Post](#)

1,086 People Reached

39 Likes, Comments & Shares

34 Likes	14 On Post	20 On Shares
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4 Comments	2 On Post	2 On Shares
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1 Shares	0 On Post	1 On Shares
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117 Post Clicks

51 Photo Views	0 Link Clicks	66 Other Clicks
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**NEGATIVE FEEDBACK**

0 Hide Post	0 Hide All Posts
0 Report as Spam	0 Unlike Page

## Graduate Program Associate Head Report – April 12, 2016

1. Important Information and Dates & Deadlines
  - a. Pre-registration for Summer and Fall 2016 is open.
  - b. Faculty are in the process of reviewing applicant materials for the April review. Review and voting ballots must be accessed by **Friday, April 15, midnight**. The Group drive will be unavailable after this date.
  - c. Last day to Q-drop is April 19.
  - d. As part of the Program Review, a 2-page CV from each faculty member will be included in the self-study. Faculty will begin to receive the current CV's on file by the end of April. We will ask that faculty review and edit as need and send back to Clarice by the end of May.
  
2. D@D Information
  - a. Faculty and students attending the AAAE National Conference in Kansas City, please mark your calendar to attend the TAMU/TTU Dinner on May 18, 2016, 6:30 pm, at The Granfalloon Restaurant. Registration for the conference is now open and there is an option to select to attend the dinner on the registration form. The price of the meal is \$20.00.
  - b. The dates for the D@D December meeting have been set for December 12-14, 2016. Please mark your calendars. Clarice has booked reservations at the new Calvary Court Hotel being built in Century Square (corner of University Drive and South College). She is working to finalize other arrangements for the agenda.
  - c. Prior to the Graduate Faculty meeting, Monday, May 9, arrangements have been made to schedule a brief face-to-face faculty/student discussion by Skype with the members of D@D Cohort 7. Eleven of the students agreed to connect from 11:00 – 1:00 pm at 30 minute intervals. Any joint faculty interested in visiting with these students are encouraged to attend. Clarice will email a spreadsheet containing a list of the students, their interest area, and the time they will be connecting. Contact Dr. Murphrey with any questions.
  
3. Graduate Curriculum Committee meetings
  - a. Chair, Dr. Gary Briers
  - b. Purpose: Review all new course requests, Special Topics requests (689), and other proposed curriculum items.
  - c. Meets on an as needed basis
  
4. UG Course Offering/GA Assignment Ad-Hoc Committee
  - a. Members include: Tim Murphy, Tracy Rutherford, Lori Moore, Deb Dunsford, and Gary Briers.
  - b. This committee is established for the purpose of proposing procedures for ALEC-Funded Graduate Assistant selection, employment, assignment, and evaluation. The committee is seeking input, and plans to meet several times before decisions are made. Meetings are open to all ALEC Faculty. The next meeting is scheduled on April 26, 2:30 pm, AGLS 266.

### Upcoming Dates

Graduate Faculty mtg – May 9, 2016, 1:30 pm, AGLS 129  
TAMU-TTU Dinner, AAAE Conference – May 18, 2016, 6:30 pm