

## Minutes

Undergraduate Faculty Meeting  
Tuesday, September 10, 2013 1:00 p.m.  
AGLS 129

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### 1. Teaching Assignments

#### a. Core Courses for each degree plan

- i. AGCJ – 105, 281, 312-314, 307, 481
- ii. ALED – 202, 301, 340, 424, 440, 481
- iii. AGSC – 301, 383, 384, 402, 405, 481

These are the courses that must be staffed first then we will staff electives. 380 and 489's will go to the bottom of the priority list as well as courses with students outside of the department. The core courses must be filled first. Some faculty may need to teach courses they have not taught before or in a long time. No one 'owns' their course. Electives tend to be taught with the thought that it's your expertise. Meeting outcome from Dean's office discussion about funding: we have partial funding for this year and next year. 2015 we have no funding based on the expectation that we fill with Distance Education (DE) courses that generate differential tuition funds. Funding does not follow students. If the students are not in our department we do not get funds from those students.

#### b. Distance Education Opportunities

We need to use DE for undergrad courses to increase capacity. Face to face offerings cannot be reduced when adding DE courses and DE courses cannot lower the average number of seats in the face to face class. After we begin distance courses does that mean we will then need to fill the DE courses too before electives? Not necessarily.

- ALED is going to need to look at providing the minor courses at a distance.
- Strong will chair the DE grant proposal to the Dean's office with Dunsford, Harlin, and Moore serving on the committee.
- Process for waitlist courses will be distributed to all faculty after advisors have the document ready.
- Not all faculty are copied on the information from Charlene to students.

### 2. Microburst Meetings

#### a. ALEC Advisory Boards Kick-Off Event is October 18, 2013, 2:00pm – 7:00pm, AGLS 129

#### b. Microbursts will focus on creating 5 minute program overview presentations including past, present, and future of each program. These will be presented at 2:30pm on 10/18/13.

- Each program needs 1-2 representatives at the 2:30 presentation. The breakout sessions will begin at 3pm to go over bylaws and procedures of the boards. The Q&A session begins at 4pm with faculty. It is important that faculty be available to answer questions at this time. 4:30pm Each program and their respective board members will break out at 4:30pm to be more in depth with the program needs. AGLS tour begins at 5pm. Dinner is served at 5:30pm in AGLS 129. Saturday morning is the college tailgate.
- Will current students be participating in this? Might be good for the Q&A or the presentations.
- These individuals are coming in to help us so we need as many ppl there as possible.
- Ambrya is working on a PPT template for consistency throughout all programs. Need to have a little bit of history, what we're doing currently, aspirations for program's future. Charlene is working on academic history.
- Microburst meeting dates: AGSC 9/23 1pm, ALED 1pm 9/26, AGCJ 9/27 9am This meeting will be specifically for Advisory board presentations.
- Monica Delisa will be at the departmental meeting with more information.

- Ambrya will have a template ready for 1 pager to give board members. Ambrya will be at the microbursts to answer any questions in the beginning. Each group will do their presentation at the Oct. faculty meeting and then make revisions as necessary.

### 3. Stock Photography

- COALS is looking for students, faculty and location to highlight each dept. Please provide names and contact info to Jamie. A due date has not been set at this time. Possible locations to represent our programs would be the garden or IMS.

### Other Business

- Chris Bielecki will be doing our HIE assessment. He will help us use the assessment to communicate better to students, report in WEAVE Online, marketing. He may be contacting you and providing feedback.
- Meet & greet for peer advisors tomorrow in AGLS 200 with refreshments.

**Future Undergraduate Faculty Meeting Dates:  
Tuesday, October 8, 2013 1:00 p.m. AGLS 129  
Tuesday, November 5, 2013 1:00 p.m. AGLS 129  
Tuesday, December 3, 2013 1:00 p.m. AGLS 129**

### Attendees:

Hancock  
Larke  
Moore  
Cummings  
Ripley  
Harlin  
Norgaard  
Dunsford  
Redwine  
Odom  
Ho  
Williams  
Rutherford  
Strong  
Lockett  
Murphrey  
Elbert  
Murphy  
Boyd