

Minutes

Undergraduate Faculty Meeting
Thursday, February 20, 2014, 2:00 p.m.
AGLS 129

1. HIE Assessment – Chris Bielecki
Chris has developed rubrics to identify what we are doing right and what we can do better. He has also developed a student rubric for what's working/what's not working. Chris will be asking to visit with faculty to help ALEC better communicate our HIE programs. These assessments will help ALEC get HIE funding.
2. Fall 2014 Course Offerings– Rutherford
 - a. Faculty-Led Study Abroad Proposal deadlines
(<http://globalsupport.tamu.edu/content/proposals-faculty-led-programs>)
 - i. March 1, 2014 for Wintermester and Spring 2015
 - ii. April 15, 2014 for Maymester & Summer 2015
 - iii. October 1, 2014 for Fall 2015
 - b. Costa Rica – Kim Dooley & Roger Hanagriff
 - c. Dr. Rutherford has not received the scholarship applications as of today. As soon as she receives the application we will be able to notify students with scholarship amounts.
3. Undergrad Curriculum Committee (UCC) meetings
 - a. Chair, Deb Dunsford – the committee meets regularly. Attached on page 4 is the timeline for deadlines and meeting dates. Each work group has a committee member represented in the departmental UCC. If you have questions please see Dr. Deb or your work group committee member.
 - b. Purpose: Review all new courses (289, 380, 489), course changes, curriculum changes. 380 courses need to go through the departmental UCC.
 - c. Meets monthly as needed
 - d. March 10 deadline for next departmental UCC meeting
 - e. International Development Agriculture (IDAG) minor starts Fall 2014. August graduates will not be able to add IDAG, but December graduates will be able to add IDAG minor.
4. AGCJ Faculty search update – Deb Dunsford
 - a. The committee has met once. Ads are out in almost every outlet. The next committee meeting is in March. The committee anticipates candidate on-campus interviews will begin this Summer due to timing. The committee would prefer to interview in the Spring but the timeline may not make it possible. Please spread the word the position is open on Great Jobs and we are looking for the most qualified candidate.
5. Course Scheduling/ Room Utilization update – Sarah Ho
AGLS Building

Room #	Seating Capacity	Priority	65%
109	16	AGLS	10
110	24	AGLS	16
113	43	ALEC	28
114	72	AGEC	47
115	106	ALEC	69
116	72	RPTS	47
117	24	AGLS	16

Kleberg			
Room #	Seating Capacity	Priority	65%
021A	28		18
113	152	ANSC	99
115	336	AGLS	218
117	98	RPTS	64
121	60	ALEC	39
123	68	ANSC	44
127	85	NUTR	55

- a. Several buildings will soon be going offline. Zachary houses 18 classrooms and will be going offline Spring 2015. ESSM is coming to West Campus. COALS will be looking at each room and converting any underutilized space to classroom. Classrooms have been given to departments based on historical use of the classrooms during the hours of 8am-10pm.
6. Reminders:
- a. Field Trips – Rutherford/Norgaard
 1. Faculty must submit travel authorization request in Concur 30 days prior to field trip for liability purposes.
 - i. Based on the feedback of a recent ad hoc committee tasked with looking at the documentation required for student travel (TAMU SAP 13.04.99.M1.01), two new forms have been developed to assist with domestic student travel. One of the new forms is geared towards class field trips and the other is for individual student travel (internships, student teaching, research, conferences, etc.) The new forms are now live and can be found at https://studentactivities.tamu.edu/app/form_travel.
 - ii. As a reminder, students who travel 25 or more miles from the College Station campus for a required educational opportunity undertaken under the scope, direction, or election of a college, department, class, university office, learning community, student organization, or study abroad program are required to be registered through the Critical Incident Response Team (for domestic travel) or the Study Abroad Programs Office (for international travel) (<http://rules.tamu.edu/PDFs/13.04.99.M1.pdf>).
 - iii. It is the responsibility of the entity (e.g., University department, recognized student organization, academic program, etc.) that sponsors the organized student travel to assure compliance with the student travel procedures (<http://rules-saps.tamu.edu/PDFs/13.04.99.M1.01.pdf>).
 - b. Excused Absences for field trips MUST be completed on the University Authorized Event calendar. <https://studentactivities.tamu.edu/app/sponsauth/index/submit>

Excused Absences

7.1 The student is responsible for providing satisfactory evidence to the instructor to substantiate the reason for absence. Among the reasons absences are considered excused by the university are the following: (†Muster)

7.1.1 Participation in an activity appearing on the university authorized activity list. (see List of Authorized and Sponsored Activities)

Authorized: Mandatory participation for university activity or course.

Sponsored: Important to leadership development and education but NOT required for an official or university activity.

- c. Excuse letters should continue to be written. Charlene can help get these printed.

2. Field trip fee requests (<http://sbs.tamu.edu/media/26936/Trip-Request-Form.pdf>)
 - i. July 1 for Fall semester courses
 - ii. October 1 for Spring semester courses
 - iii. April 1 for Summer semester courses
 - a. There are deadlines for field trip fees to be added to the course. If you do not submit your request by the deadline you must find another way to fund your field trip. The department is asked annually if the field trip fee is still needed and if the fee amount should stay the same, increase, or decrease.
3. Change of Major/minor application deadlines (ALED, USAL, & AGCJ)
 - a. March 10, 2014 for Summer & Fall
 - b. June 10, 2014 (AGCJ only)
 - c. October 10, 2014 for Spring 2015
4. ALEC Awards Reception – April 11, 2014 Time is TBA
 - a. COALS scholarship committee meets Monday. Charlene and the ALEC scholarship committee will be meeting to move this forward.
 - b. Please encourage students to attend.

Upcoming Dates to Remember

Mid-Term Grades due March 3

Pre-Registration begins April 10

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel April 1, 2014 due by March 1, 2014

International (60 days prior to trip): e.g., travel May 1, 2014 due by March 1, 2014

Next Meeting: March 27, 2014 @ 2:00

ALEC Undergraduate Curriculum Committee Deadlines							
Dept. Comm Deadline	Dept. meeting	College UPC Deadline	College UPC meeting	UCC Deadline	UCC Meeting	Faculty Senate Deadline	Faculty Senate Meeting
3/10/14	3/24/14	4/3/14	4/10/14	4/25/14	5/8/14	5/14/14	6/9/14
4/14/14	4/28/14	5/1/14	5/3/14	5/20/14	6/13/14	6/18/14	7/14/14
5/12/14	5/26/14	6/5/14	6/12/14	6/27/14	7/11/14	7/16/14	8/11/14
Summer: TBD	Summer TBD	8/7/14	8/14/14				
8/11/14	8/25/14	9/4/14	9/11/14				
9/15/14	9/29/14	10/2/14	10/9/14				
10/13/14	10/27/14	11/6/14	11/13/14				
11/10/14	11/24/14	12/4/14	12/11/14				
Dec/Jan	As needed						

The department committee's meetings for fall may be re-scheduled to accommodate the committee members' schedules. The deadlines, however, should be approximately the same.

The deadline for the 2014-2015 Catalog has passed (items for that catalog must have been approved by Faculty Senate at its December 2013 meeting.

The college's Undergraduate Program Council meets the Thursday before the second Friday of each month. Agenda items are due the Thursday the week before the meeting. Theresa Nemec now posts agenda items on a website prior to the meeting at <http://agrilife.org/collegecouncils/gpc/upc/> .

The deadline for the 2015-16 Catalog will require items to have Faculty Senate approval by the December 2014 meeting. Therefore, items must be in to the department committee absolutely no later than the August 2014 meeting, so the deadline is 8/11/14.

A representative from the program/course should plan to be present for the College, University and Faculty Senate meetings to answer any questions about the course or other curriculum change going before those groups.

Classroom Utilization

ALEC Room Priorities

Classroom	Capacity	Utilization Threshold
AGLS 109	16	10
AGLS 115	106	69
AGLS 117	24	16
AGLS 132		

ALEC Historical Room Usage

Classroom	Capacity	Utilization Threshold
AGLS 110	24	16
AGLS 111 A	24	OAL Lab
AGLS 111 BC	48	OAL Lab
AGLS 113	43	28
AGLS 114	72	47
AGLS 116	72	47
HFSB 104	72	47
HFSB 119X	32	OAL Lab
KLCT 115	336	218
KLCT 117	98	64
KLCT 121	60	39

Failing to meet utilization threshold can result in loss of rooms.