

MINUTES
Departmental Meeting
Friday, November 15, 8:30 a.m.
(Breakfast available from 7:45 to 8:30)
129 AGLS

1. 8:30 – 8:45 Welcome/Announcements/Bus Recognition Elliot

Dr. Elliot welcomed everyone. He thanked everyone for their part in the recent ALEC Advisory Board (both internal and development) meetings. One of the outcomes of the development board meeting was further discussion of a new building (possibly at the west end of the AGLS Building) which would house a news room, video and sound rooms, a leadership academy, Evaluation Enterprise, Extension Training Center, and STEM labs. Would cost 25 to 35 million. Shoot for having the money in 2 years, breaking ground in three years, and moving in in five years.

Dr. Elliot introduced Dr. John Crunkilton, Professor Emeritus from Virginia Tech University. He is here as an External Evaluator for a United States Department of Education Grant currently under the direction of Dr. Gary Wingenbach, Dr. Glen Shinn, Cathryn Clement, Dr. Gary Briers and several others.

Dr. Elliot also introduced Dr. Martin Schneider. He is the Manager of Resources for the Desert Research Foundation of Namibia. He will accompany Dr. Elliot to the Desert Technology Conference next week in San Antonio..

Congratulations to Dr. Scott Cummings. He is President-Elect for the National Association of Extension Program and Staff Development Professionals as well as receiving the American Evaluation Association's 2013 Sustained Excellence in Extension Evaluation Award for "conceptual, methodological and evaluation accomplishments making outstanding contributions to Extension and evaluation."

Congratulations to Dr. Billy McKim for a funded project - Country Radio Broadcasters in the amount of \$25,000 which is endowed in perpetuity to the Department to fund scholarships for full-time TAMU undergraduate or graduate students pursuing a degree in ag communications and journalism with a focus in broadcasting.

\$25,000 has been endowed in perpetuity to the Department for the formation of the Dr. Frank W. Sheppard, Jr. '47 KAMU Student Learning Fund to support high-impact experiences for students.

Drs. Jen Williams, Summer Odom, and Robert Strong received a \$40,000 education grant to help support the on-line leadership minor.

Buses were presented as follows:

King to Larke and Wingenbach
Briers to Stroud
McKim to Hammond
McKim to Norgaard, Gunnels, Stroud, and Aguilar
Elliot to Hancock and McKibben
Elliot to Schneider

2. 8:45 – 9:00 International Travel Schroeder/Hensz/Fazzino/McCasland
Dr. Elliot introduced Lauren Schroeder and Bob Hensz with Risk and Compliance. This office covers a lot of bases: audit liaison, enterprise risk management, export controls, financial conflict of interest, information technology, internal management review, international travel, maestro support, management advisory services, records management, research compliance, rules and procedures and workers compensation. (See attachments B, C, and D)

- A. export-controls-links – This is a resource/contact informational document providing web site links (available on the AgriLife Administrative Services Web site) relevant to export controls and international travel.
- B. international-travel-high-risk – This diagram outlines the process for approval of international travel to high risk areas.
- C. manual-on international-travel – This document contains pages extracted from the AgriLife Export Controls Compliance Program Manual relevant to international travel.

Concur is the trigger point for international travel. Requests must be in 30 days in advance. There are additional forms that need approval so time must be allowed. AG 715 is one of these forms.

The Export Control document outlines what you can and can't take on international travel. System Risk Management provides weekly notifications regarding international travel including lists of extreme risk countries and regions, as well as associated risk summaries. As these are received, AgriLife Risk and Compliance will distribute via Administrative Services e-News. If you intend to travel to these locations, you will need to complete and submit System Form International Travel Questionnaire for Extreme Risk Countries and AG-715, International Travel to Extreme Risk Areas Acknowledgment, to AgriLife Disbursements/Travel before travel is commenced. AgriLife Disbursements/Travel will coordinate with System Risk Management in obtaining the proper approvals.

Equipment that is allowed are called Tools of the Trade. Appendix L in the manual describes travelling with laptops and how to install TAMU VPN software. Also it describes having "effective control" over this equipment. This means retaining physical possession of an item or maintaining it in a secure environment such as:

- Hand-carried with the individual while traveling,
- Carried in the luggage or baggage that travels with the individual, or
- Shipped no more than thirty days prior to the individual's departure or may be shipped to the individual at any time while the individual is outside the country.

After a question and answer period, Dr. Elliot thanked both for their presentation. We will set up a full presentation from this group as soon as possible.

3. 9:00 – 9:15 Alumni Relations/Development/Boards Elliot/Baldwin
Ambrya reported that she was developing a holiday greeting card to send to donors and former students. Card will also have an end of year report.

While Ambrya is out on maternity leave you can still get promotional items from Elke or Jamie.

We have taken in just under \$5000 in our internal campaign. This represents about a 55% participation rate. A committee to oversee these funds and goals of the use of the funds will be addressed at the December meeting.

4. 9:15 – 9:20 Award Committee Report Moore/Murphrey
 Dr. Murphrey reported that the goal of the committee was to increase the number of nominations for awards. See Attachment E for a list of awards that are available for nominations before March 7th. The form asks for the name of the person you would like to nominate and where you will be the nominator or would prefer to be a support person. Elke will be the support person to help this committee. The call for nominations is due to her by November 27th. The chairs for this committee are Gary Briers and Andy Vestal. Committee members are Theresa Murphrey and Lori Moore. The committee will meet 2-3 times a year. Hopefully this will be the last time that a short turnaround time will be needed. It was also discussed that a standard format might be implemented for vitas.

5. 9:20 – 9:30 Study Abroad Update Bielecki
 Brazil and Guatemala Larke, Moore, Wingenbach
 Dr. Larke reported on the Brazil SA. There were eight students, 2 undergraduate and 6 graduate. They visited five cities and met with small farmers and visited several schools. They were gone from May 11th to the 24th. This year the trip will be May 12th through the 25th and registration is open. The estimated cost is \$3500 and this includes air travel. Trip is included in summer enrollment.

There are two opportunities for Guatemala next Spring. The first will be to the mountains of Guatemala for ten days (March 6-16, 2014). Twelve students are currently enrolled but they will take 20. Dr. Gary Wingenbach and Mr. Chris Bielecki will lead this trip. Class is ALEC 489-500 – Special Topics in Applying International Development theories in Agriculture.

The second opportunity is May 10-31, 2014. This is a six hour class – ALED 340 – Survey of Leadership Theory and 350 – Global Agricultural Issues. Dr. Lori Moore is the lead for this course.

Another study abroad is to Namibia July 8th through August 12th, 2014. Faculty leaders will be Dr. Wash Jones from Prairie View A&M, Dr. Gary Wingenbach, Dr. Tracy Rutherford, and Mr. Tobin Redwine. Approximate cost for this experience will be \$8000 which includes air fare. Fourteen from TAMU are signed up. A total of twenty will be enrolled between TAMU and PVAM. This

6. 9:30 – 10:00 Faculty Meeting
 APR Elliot
 Summer Teaching Rutherford/Murphy
 Faculty Advisory Committee Discussion
 Promotion and Tenure Update Wingenbach/Larke
 Entrepreneurial Leadership Enterprise Elliot

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel December 1, 2013 due by November 1, 2013
 International (60 days prior to trip): e.g., travel January 1, 2014 due by November 1, 2013

Upcoming Events

December 2, Vice Chancellor's Holiday Social (3 to 5 – AgriLife Center)

December 13, ALEC Holiday Movie and Lunch, 11:30 a.m., AGLS Classroom 114
December 23-January 1, Christmas/New Year's
February 1-4, Southern Region AAAE, Dallas (Papers due October 14th, Posters due October 21st)
April 27 – May 1 AIAEE, Miami, (Abstracts/posters due by November 1)

Future Departmental Meetings

Tuesday, December 3 @ 10:00 a.m.
Thursday, January 16 @ 2:00 p.m.
Tuesday, February 25 @ 9:00 a.m.
Monday, March 17 @ 10:00 a.m.
Thursday, April 17 @ 2:00 p.m.
Wednesday, May 14 @ 8:30 (breakfast at 7:45 to 8:30)

ALEC: November 15, 2013

“Problems are Science Based, but Solutions are People Driven”

1. Congratulations, Thank You, and Welcome:
 - a. **October 18** ALEC Advisory Boards (Internal and Development) Kick-Off-Event.
 - b. **Dr. Martin Schneider**, Manager: Resources, Desert Research Foundation of Namibia.
 - c. **Dr. John Crunkilton**, Professor Emeritus Virginia Tech University
 - d. On Monday, Nov. 11, 2013, 22 AGSC and AGCJ undergrads, 11 ALEC graduate students and 5 faculty (**Rayfield, Dunsford, Hanagriff, Edney and Hancock**) coordinated and judged the District 1, Area 3 FF Leadership Development Events at Franklin High School. A very successful afternoon working with FFA members and ag teachers form our district.
 - e. **Scott Cummings** is President-Elect for the National Association of Extension Program and Staff Development Professionals.
 - f. **Scott Cummings** received the American Evaluation Association’s 2013 Sustained Excellence in Extension Evaluation Award for “conceptual, methodological and evaluation accomplishments making outstanding contributions to Extension and evaluation.”
 - g. **Jack Elliot** invited to the AgriCorps Board of Directors.
2. Publications/Presentations
 - a. **Hanagriff, R., Rayfield, J., Briers, G., Murphy, T., & Kingman, D.** (2013) Economic impact of agricultural mechanics competition projects in Texas and factors that predict chapter investment value. *Journal of Agricultural Education*, Accepted, In Press.
 - b. **McKim, B. R., Latham, L., Treptow, E., & Rayfield, J.** (2013). A repeated measures study of the short-term influences of high-impact practices on college students' learning styles. *NACTA Journal*, 57(3a), 122-128.
 - c. **Leggette, H. R., Black, C., McKim, B. R., Prince, D., & Lawrence, S.** (2013). An intrinsic case study of a post-secondary high impact field experience. *NACTA Journal*, 57(3a), 129-138.
 - d. **Tobin Redwine, Sarah Ho, and Landry Lockett** created and delivered a presentation at the UTSA Advising Conference in San Antonio on October 25th. The topic was, "Engaging and Empowering Students Through a Paradigm Shift in Degree Plans and Advising."
 - e. **Hanagriff, R. and Strong, R.** (2013). Using Score Carding Processes to Identify Barriers for Total Performance Rating (TPR) Values in a Commodity Association. The Finance, Economics, MIS, and Global Business Research Conference. Miami, FL December 2013.
 - f. **Boyd, B.L.** (2013). Leadership that settled the frontier. *Journal of Leadership Education*, 12 (2),
 - g. **Rosch, D., Boyd, B.L., & Duran, K.** (2013). Students’ self-identified long-term leadership development goals: An analysis by gender and race. *Journal of Leadership Education*, 12(2).
 - h. **Odom, S. F., Ho, S.P., & Moore, L. L.** (in press). The undergraduate leadership teaching assistant (ULTA): A high-impact practice for undergraduates studying leadership. *Journal of Leadership Education*.

- i. National Association of Extension Program and Staff Development Professionals Annual Conference (December 2-5, Kansas City, MO):
 - i. **Cummings, S. R. & Andrews, K. B.** Using data visualizations to communicate impact.
 - ii. **Coppernoll, S.** Best practices in eLearning for extension.
 - iii. **Ripley, J. P.** Agent onboarding: A new focus on program development.
 - iv. **Weber, K. M.** Qualtrics: Web-based evaluation that provides meaningful results.
 - v. **Ripley, J. P. & Cummings, S. R.** Potential value and limitations of anticipated economic benefit.
 - vi. **Andrews, K. B.** Engaging our non-extension land-grant university peers in extension's mission.
 - j. Faculty Teaching Academy Nov. 8—Maximizing Student Learning Through Creative Use of Technology and Communications Tools - **Theresa Murphrey**.
3. Grant Management 101 (should provide 3 out of 4 of these to the Department - meaning faculty become managers or facilitators of the grants).
 - a. Salary Savings (100% to Department [50% - Department] and PIs [50%] - restricted discretionary)
 - b. Indirect (40% to be split 60/40 between Department and PIs - discretionary)
 - c. Personnel (project director, support staff, GTAs, etc.)
 - d. Operations (e.g., travel, supplies, copying, printing, etc.)
 - e. Funded projects
 - i. AGCJ – Country Radio Broadcasters \$25,000 endowed in perpetuity to the Department of Agricultural Leadership, Education, and Communications to fund scholarships for full-time Texas A&M undergraduate or graduate students pursuing a degree in Agricultural Communications and Journalism, with a focus in Broadcasting. Thank you **Dr. McKim**.
 - ii. AGCJ – \$25,000 endowed in perpetuity to the Department of Agricultural Leadership, Education, and Communications for the formation of the **Dr. Frank W. Sheppard, Jr. '47** KAMU Student Learning Fund to support high-impact experiences for students.
 - iii. **Williams, J., Odom, S., and Strong, R.** \$40,000 On-line education grant.
 4. Dutch treat lunch with Dr. E. - Contact Debbie King to schedule and leave a contact number (for rescheduling): December 4, 12, 13, 16, & 17.

Web links | Risk/Compliance

Texas A&M AgriLife Risk and Compliance: <http://agrillifeas.tamu.edu/risk-compliance/>

- *Export Controls*
 - Agency Rules and Procedures
 - AgriLife Extension Service
 - 15.02.99.X1, *Export Controls*:
<http://agrillifeas.tamu.edu/documents/150299x1.pdf>
 - 15.02.99.X1.01, *Export Controls*:
<http://agrillifeas.tamu.edu/documents/150299x101.pdf>
 - AgriLife Research
 - 15.02.99.A1, *Export Controls*:
<http://agrillifeas.tamu.edu/documents/150299a1.pdf>
 - 15.02.99.A1.01, *Export Controls*:
<http://agrillifeas.tamu.edu/documents/150299a101.pdf>
 - Export Controls Resources: <http://agrillifeas.tamu.edu/risk-compliance/export-controls/>
 - Export Controls Compliance Manual: <http://agrillifeas.tamu.edu/documents/ec-manual-2.pdf>
- *International Travel*: <http://agrillifeas.tamu.edu/risk-compliance/intl-travel/>
 - Agency Procedures
 - AgriLife Extension Service
 - 24.01.99.X0.01, *International Travel*:
<http://agrillifeas.tamu.edu/documents/240199x001.pdf>
 - AgriLife Research
 - 24.01.99.A0.01, *International Travel*:
<http://agrillifeas.tamu.edu/documents/240199a001.pdf>
- *Related Forms Discussed*
 - AG-710, *International Travel Export License Exception Certification*:
<http://agrillifeas.tamu.edu/documents/ag-710.pdf>
 - AG-715, *International Travel to Extreme Risk Areas Acknowledgment*:
<http://agrillifeas.tamu.edu/documents/ag-715.pdf>
 - System Form International Travel Questionnaire for Extreme Risk Countries:
<http://agrillifeas.tamu.edu/documents/intl-travel.pdf>
 - System Travel Advisory List (updated weekly):
<http://www.tamus.edu/offices/risk/international-travel-risk-status/>



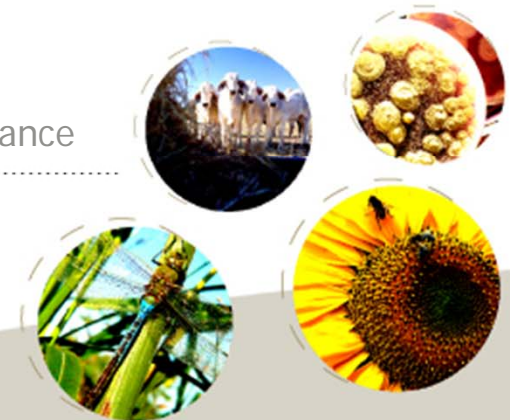
Questions

AgriLife Risk and Compliance
<http://agrilifeas.tamu.edu/risk-compliance/export-controls>

Lauren Schroeder | clschroeder@ag.tamu.edu | **979-458-3289**
Bob Hensz | r-hensz@tamu.edu | **979-845-4766**

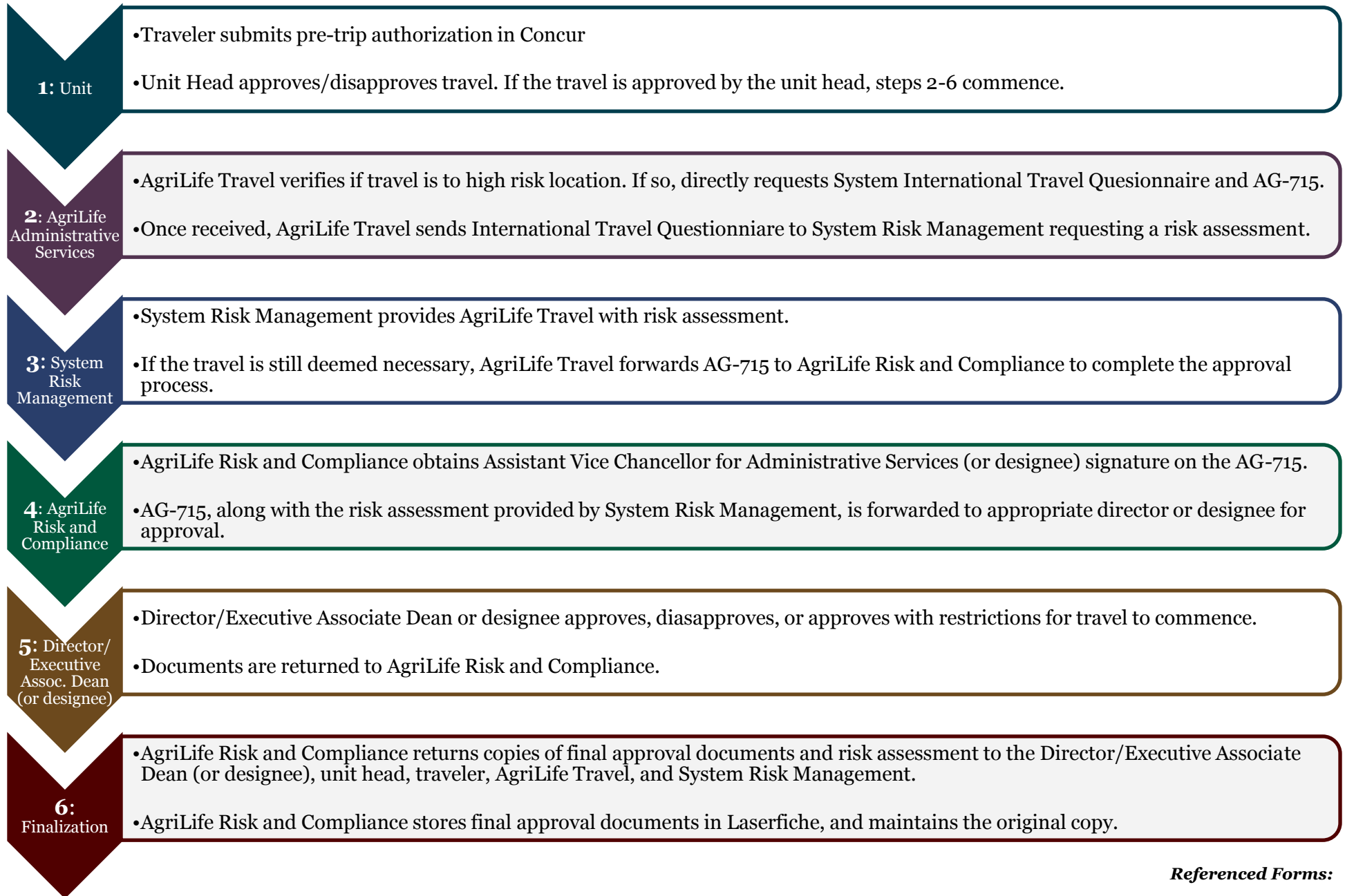
All mentioned forms can be accessed on the AgriLife Risk and Compliance Web site: <http://agrilifeas.tamu.edu/forms/risk-compliance>

*audit liaison | enterprise risk management | management advisory services
management review team | research compliance | rules and procedures*



Sequence – International Travel Approval Process

for Travel to High Risk Locations



Referenced Forms:

System International Travel Questionnaire: <http://agrilifeas.tamu.edu/documents/intl-travel.pdf>

AG-715, International Travel to Extreme Risk Areas Acknowledgment: <http://agrilifeas.tamu.edu/documents/ag-715.pdf>



Export Controls Compliance Program Manual
July 2013

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Administrative Services | Risk and Compliance
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College Station, TX 77843
p. 979.845.7879 | f. 979.845.0365
<http://agrilifeas.tamu.edu/risk-compliance>

Section 7.0 | *International Activities*

In the case of AgriLife activities conducted outside the United States, it is the responsibility of the AgriLife activity organizer to seek and obtain appropriate export control approvals for activities including, but not limited to, the following: execution of agreements performable outside the United States; and making payments to foreign person vendors.

7.1 TRAVEL—GENERAL

AgriLife employees traveling on AgriLife business or traveling with AgriLife property are responsible for complying with export control laws and regulations when traveling outside the U.S. AgriLife employees are required to complete AG-710, *International Travel Export License Exception Certification*, before international travel commences.

A license may be required depending on which items are taken, which countries are visited, or whether defense services are provided to a foreign person. The traveler or the traveler's supervisor should contact AgriLife Risk and Compliance with any potential export control concerns. If appropriate, AgriLife Risk and Compliance will follow RPS procedures as described in Section 3.2 of this manual.

When planning a trip abroad, travelers should review export control regulations and embargoes. Individuals should ensure that any information that will be discussed or any items that will be taken are not controlled, or, if controlled, that appropriate licenses are in place. Not only could AgriLife be held liable, but individuals may also be held liable for improperly transferring controlled information or controlled physical items.

Most travel for conferences will fall under an exclusion to the export control regulations, e.g., the Publicly Available/Public Domain Exclusion, 22 CFR §120.11 and 15 CFR §734.3. Information that is published and is generally accessible to the public through publication in books or periodicals available in a public library or in bookstores or information that is presented at a conference, meeting, seminar, trade show, or other open gathering is considered to be in the public domain. An open gathering is one in which members of the general public are eligible to attend, and attendees are permitted to take notes.

AgriLife employees traveling outside the U.S. with laptops, PDAs, cell phones, or other data storage devices and encrypted software must ensure that there is no controlled information on such devices unless there is a specific license or other authorization in place for the information for that destination. Any individual traveling with or transmitting controlled information outside the U.S. should first consult with AgriLife Risk and Compliance. There are a number of exceptions and exclusions that may apply depending upon the facts and circumstances of each case.

If personal computers and other storage devices are taken abroad that contain encrypted software (15 C.F.R. Part 742), a government license or other government approval for export may be required when traveling to certain countries. For example, the Microsoft Windows VISTA Business suite contains such encrypted software and is subject to export restrictions. Windows VISTA may be taken out of the U.S. temporarily, but only under an export license exception as described below.

Temporary exports under the "Tools of Trade" (as defined in Appendix B) license exception apply when the laptop, PDA, cell phone, data storage devices, and encrypted software are:

- (1) Hand-carried with the individual while traveling,

- (2) Carried in the luggage or baggage that travels with the individual, or
- (3) Shipped no more than thirty days prior to the individual's departure or may be shipped to the individual at any time while the individual is outside the country.

Generally, no government export license is required so long as an individual:

- (1) retains his or her laptop computer, PDA, cell phone, data storage devices and encrypted software under their personal custody and effective control for the duration of travel; (Note: In some instances, personal custody requires the person to have with them during meals, etc.)
- (2) does not intend to keep these items in these countries for longer than 1 year; and
- (3) is not traveling to an embargoed country¹¹.

Note that this license exception is not available for equipment, components, or software designed for use in/by/with most satellites or spacecraft. "Effective control" means retaining physical possession of an item or maintaining it in a secure environment.

Researchers frequently need to take other AgriLife equipment temporarily outside of the United States for use in AgriLife research. Often, but not always, the tools of trade license exception applies. Some equipment (e.g., global positioning systems (GPS), thermal imaging cameras, inertial measurement units, night vision goggles, and specialty software) is highly restricted, and may require an export license, even if one hand carries it. If taking AgriLife equipment other than a laptop computer, PDA, cell phone, or data storage devices, contact AgriLife Risk and Compliance to determine if an export license or other government approval is required prior to taking the equipment out of the country. Please see Appendix L of this manual for recommended protocols before traveling internationally with laptops.

It is important to note that activities involving teaching or training foreign persons on how to use equipment may require a license. A list of some of the travel exemptions and exceptions are more fully described in Appendix B of this manual.

7.2 NON-EMPLOYEES PARTICIPATING IN AGRILIFE INTERNATIONAL ACTIVITIES

All foreign persons acting on behalf of but not employed by AgriLife (e.g. independent contractors; volunteers; foreign collaborators) and are not currently employed by a college or university based in the United States, should undergo RPS prior to participation in research or educational programs at an international center.

Section 8.0 | *Financial Transactions, Procurement, and Contracts*

AgriLife (Accounts Receivables, Cash Management, Disbursements, and Procurement and Contracts), in cooperation with AgriLife Risk and Compliance, is responsible for developing and implementing procedures to screen financial transactions as appropriate for compliance with export control laws and regulations.

¹¹ See OFAC's Sanctions Program and Country Summaries at <http://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx> for the most current list of embargoed countries and U.S. sanctions.

Call for Award Nominations

Award	Nominee	Nominator	Support
AAAE-S - Distinguished Teaching Award Teaching			
AAAE-S - Outstanding Young Member Award Early Career Achievements and competencies in profession			
Association of Former Students - Teaching Teachers who maintain high expectation of their students and ensure academic rigor in their courses			
Association of Former Students - Research			
Association of Former Students - Individual Student Relationships Inspiring professional relationships with students			
Association of Former Students - Graduate Mentoring Award Faculty mentors of graduate students			
Association of Former Students - Extension, Outreach, Continuing Education, and Professional Development Staff, faculty, or administrator who has brought credit to TAMU through accomplishing his or her mission			
Association of Former Students - Administration Outstanding administrative service beyond the expectations of the position			
Association of Former Students - Staff Outstanding staff support beyond the expectations of the position			
TAMU - Student Employee of the Year Outstanding student employee			
TAMU - Women's Leadership Forum Women's Progress Award Texas A&M University students, staff, faculty, and administrators who encourage and promote sensitivity to and awareness of issues that relate to women			
TAMU - President's Award for Academic Advising			

Turn in your nominations to Elke Aguilar or by e-mail to elke-r-aguilar@tamu.edu by noon on November 27th.

Call for Award Nominations

Award	Nominee	Nominator	Support
TAMU - Presidential Professor for Teaching University level awards for excellence in teaching			
TAMU - John J. Koldus, III Faculty and Staff Achievement Award			
Texas - Texas Women's Hall of Fame			
Dept. of Multicultural Services - Diversity Service Award Honor the efforts of students, faculty and staff who strive to promote understanding and appreciation of diversity in its multitude of forms at Texas A&M University			
Dept. of Multicultural Services - Gary Gray Memorial Award Student or student group who exhibits activities and/or behavior that supports the inclusion of students with disabilities in all aspects of campus life.			
Dept. of Multicultural Services - Partners in Learning Award for Excellence Individuals within the university community who go above and beyond to provide an inclusive academic experience for students with disabilities			
Dept. of Multicultural Services - Rainbow Award Individual who contributes to the education of the TAMU community regarding Gay, Lesbian, Bisexual and Transgender people and issues			
Dept. of Multicultural Services - The Phyllis R. Frye Advocacy Award Individual or organization who has shown great leadership in the advancement of GLBTI (Gay Lesbian Bisexual Transgender Intersex) civil rights			
TAMU - U. S. Senator Phil Gramm Doctoral Fellowships Currently enrolled doctoral students. Outstanding teaching or research by doctoral students.			
AAAE-S - Outstanding Agricultural Educator Award Superior Contributions to the field of agricultural education			

Turn in your nominations to Elke Aguilar or by e-mail to elke-r-aguilar@tamu.edu by noon on November 27th.