

AGENDA
Departmental Meeting
Tuesday, January 27, 2015
Meeting – 2:00 to 3:00
129 AGLS

1. 2:00 – 2:15 Welcome/Announcements/Bus Recognition Elliot

Attachment A

A big welcome to the new members of our ALEC family, Josh Davis, Jenna Kujawski, and Dr. Erica Bobbitt.

Josh indicated he is happy to be here and included a handout with general Information Technology contact information for reference. (Attachment B)

Congratulations Dr. Gary Briers, chosen as the TAMU recipient of the Chancellor's Academy of Teacher Educators Award!

Congratulate Dr. Robert Strong for his opportunity to work with the Department of Entomology!

Reminder – APR's. If you have questions, contact Dr. Elliot or Elke.

Thank you for Dr. Scott Cummings, Dr. Tim Murphy and Dr. Tracy Rutherford – A great job representing ALEC during the department program review, Jan. 26.

3. c) Interagency Partnership Agreements

Approval can be granted for individuals in departments to have leave time to participate at the federal level. There could be a possible opportunity to fund summer salary.

4. Jenna provided a handout of ALEC's Grand Vision (Attachment C)

Jenna has taken over Ambrya's responsibilities and is working to develop different documents to provide to potential donors and our board members to tell our story. Jenna has also assisted updating the STEM Laboratory floor plan and the 4th building, 3rd floor plan. You may drop by Jenna's office to view. If you have any potential contacts or connections, please let Jenna and Dr. Elliot know.

Dr. Vestal added – Chaz Neely, a donor of the MSC, has interest in AGED and has agreed to host two Ag Communications interns in San Antonio this semester. There may be an opportunity to visit with him in the future to assist in ALEC development needs.

Buses/van/trucker/wrecker presented as follows:

- Moore to Josh Davis
- Rutherford, V. (2) to Lockie Breeding and Roger Hanagriff
- Wingenbach to Josh Davis
- Sledd to Robert Strong
- Ho to Elke Aguilar
- Payne – not present
- Gunnels to Scott Cummings

Dr. Elliot introduced a new bus – Colombia bus. He presented it to Tim Murphy.

Charlene provided an update on Debbie. She is has been released and getting settled in at home with her mother which is in charge. She says - Life is Good!

5. 2015 Texas A&M Agrilife Conference presentations

Thank you, Drs. Strong, Boyd and Dooley! Great job at the conference!

2. 2:15 – 2:25 **Strategic Plan/SWOT/Expectations and Aspirations** **Microburst Leaders***

*SP Research and Graduate Report – Murphy/McKim – report moved to next month

*SP Teaching – Rutherford – report moved to next month

*SWOT Engagement/Service – Vestal

Andy Vestal provided the handout (Attachment D) and he will also send out to all for another review. If you have any questions/comments, please send to Dr. Vestal by February 4. It will be presented again for voting at the February 25 meeting.

*SWOT Diversity – Pina

Manuel Pina provided the handout (Attachment E). He explained that the committee is reviewing information that is measurable data. There are still ongoing meetings taking place. If you have any information, please send to Dr. Pina. The hope is to complete report by May.

Completed and Approved

*SWOT Research – Rayfield

*SWOT Teaching – Moore

*Expectations and Aspirations – Briers

*SP Scholarship/Engagement – Hanagriff

*SP Extension – Coppernoll

*SWOT Extension – Dromgoole

Position Updates

Andy Vestal reported that the AGCJ Assistant Professor search is progressing. The list has been narrowed to two candidates and the committee is shooting to schedule interview/activities for the candidates February 9-12. If these dates cannot be arranged, scheduling will take place in late March or early April.

Scott Cummings reported that the VG Young replacement has been filled. Peter McGill starts February 2.

Scott Cummings also reported that Jeff Ripley's position has been narrowed to two candidates, Angela Burkham and Philip Shackelford. The candidates will be on campus Monday, Feb. 2 and Wednesday, Feb. 4 for interviews.

3. 2:25 – 2:30 **Peer Advisors/Student Workers Responsibilities** **Rutherford**

Tracy Rutherford informed everyone that the Peer Advisors staff the front desk, not the student workers. Peer Advisors are trained to help students and/or faculty with information not clerical duties. The student worker office is in the main office in back in Room 247. The student workers are Mikayla, Emmali, and Chris who report to Charlene and Jamie. Their responsibilities are to complete tasks provided in the Task Box which is next to the Front Desk where Peer Advisors sit. If you wish assistance from the student workers, you must complete a task form.

4. 2:30 – 3:00 Associate Department Heads Updates Cummings/Rutherford/Murphy
Undergraduate Report Rutherford
See Attachment F

Tracy Rutherford also introduced Megan Homeyer. She is a new graduate student replacing Hannah Miller to manage social media for the Department.

Graduate Report Murphy
See Attachment G

Extension Report Cummings
Scott Cummings mentioned that the VG Young School for Judges and Commissioners Conference takes place February 17-19, 2015.

Also informed everyone this is 2015-The year of Info Graphics from his group.

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel March 1, 2015 due by February 1, 2015
International (60 days prior to trip): e.g., travel April 1, 2015 due by February 1, 2015

Upcoming Events

January 31 – February 3, SR AAAE
March 18-20, 2015 – Spring Break
March 26-28, MANRRS
May 19-22, AAAE
July 12-15, ALE

Upcoming Departmental Meetings

2015 dates: January 27, February 25, March 25, April 22, May 27. All meetings at 2:00 in 129 AGLS

ALEC Departmental Meeting

January 27, 2015

1. Congratulations, Thank You, and Welcome
 - a. Welcome **Josh Davis** (IT), **Jenna Kujawski** (Development), and **Dr. Erica Bobbit** (Assistant Lecturer) to our ALEC family.
 - b. Congratulation to **Dr. Gary Briers** for being chosen as the TAMU recipient of the Chancellor's Academy of Teacher Educators Award.
 - c. Congratulations to **Dr. Robert Strong** for his leadership in helping the department of Entomology in their retreat about graduate curriculum, prioritization of future faculty positions and evaluation of their TA assignment policies. Entomology's department head is very grateful for his hard work.
 - d. **Dr. Robert Strong** and **Dr. Jennifer Williams** are a newly married couple. Congratulations and best wishes!
 - e. **Dr. Robert Strong** was featured in an article in the Texas A&M Foundation Newsletter titled Students Teach Local Inmates. Behind the Bars of Teaching.
 - f. Congratulations to **Leah Morales** (doctoral student) for being featured in the Brazos Life 2015 Annual Manual.
2. APR 2014
 - a. If your grant(s) and other resources are not managed by ALEC, please provide Tanya with documentation that clearly identifies the percentage (and dollar amount/year) of your responsibility to that project.
 - b. Three working days prior to your 2014 APR:
 - i. Send Elke and me (electronically):
 1. your vitae (with the pertinent 2014 parts highlighted) or the ALEC Faculty Achievement Report
 2. Research agenda/conceptual or theoretical framework
 3. Update last year's or send at a minimum one new impact statement that is related to at least one of our posted public value statements (on our website).
 4. position description (the one in great jobs - obtain from Kenny)
 5. and your plan of work or goals for 2015 and beyond.
 6. For early career personnel please provide me with the names of your internal and external mentors and bring your updated professional growth time line/goals (for those who did that last year, simply update your document).
 - c. During your APR:
 - i. We will look at:
 1. Your research agenda/framework (be ready to share how you use this in your work with graduate students, research, teaching, and engagement)
 2. CV - Please bring refereed documents and/or web locations of your key scholarship documents.
 3. impact statement(s)
 4. research skill set, and research topical areas on your faculty page on our web site (a reminder was sent to those faculty who needed to complete this task).
 5. We will review your position description and plans for the future
 6. We will create a draft of your APR letter after the review.
3. Announcements
 - a. D@D Seminar took place December 15-16. It went exceptionally well. The current members mentioned visiting College Station was an incredible experience and enjoyed the connection they could make with the faculty. Registration for the 2015 AAAE National Conference in San Antonio will open on February 1. Please note that in the registration form there will be an option to attend the TAMU/TTU dinner on Wednesday May 20 at 6:30 p.m. at the Iron Cactus Mexican Grill for \$15.00.
 - b. Chancellor's Area 41 Challenge Grants provides financial resources to researchers to allow them the flexibility to convert existing or proposed research into proposals that can be shared with state and national policy makers or with the private sector to further the application of the research, whether that means policy development, product development or other uses of the research. The grants can be used for a range of purposes such as providing additional research assistance or supporting a portion of a researcher's time to allow their participation without conflicting with their other responsibilities. Brief one page "expression of interest" are due on February 2, 2015 COB.

- c. Interagency Partnership Agreements or visiting scholars.
 - i. These faculty opportunities can range from a few days to a few months in length.
 - ii. The priority right now is at the Federal level.
 - iii. They might be a way to fund summer salary.
4. Elliot's Development Visits:
 - a. November 19 with Lloyd Shoppa
 - b. January 19 with Joel Cowley and Leroy Shafer at the HLSR.
 - c. January 21 with Marcus Hill and Jim Prewitt.
 - d. January 22 with Bucky Lamb and Col. Charles Edwards
 - e. January 29 with Chris and Joe Townsend, Diane Trolinger, Dr. Ruben Saldana, and Sam and Missy Morrow
5. Publications/Presentations
 - a. **Redwine, T.D., & Stavinoha, M.R.** (Accepted) *The Road Less Traveled: Theory and Practice of Advising Non-Traditional Students* to be presented at the University Advisors and Counselors Symposium on March 12, 2015.
 - b. **Redwine, T. D., Rutherford, T., & Wingenbach, G.** (Accepted). Outcomes of a study abroad program: A qualitative approach to three domains of holistic human development to be presented at the AIAEE meeting, May 2015.
 - c. **Redwine, T. D., Rutherford, T., & Wingenbach, G.** (Accepted). Chess with feelings: Using Q Methodology to explain viewpoints of change as a result of study abroad to be presented at the AIAEE meeting, May 2015.
 - d. **Stewart, A., McKim, B., Homeyer, M.** (Accepted). Flipped programs: Traditional agricultural education in non-traditional settings. Research paper session of the Southern Region meeting of the American Association for Agricultural Education Conference, Atlanta, GA.
 - e. **Ashley Stewart's** proposal *Conceptual and Operational Models of Assessing High Impact Educational Practices*, has been selected for a 60-minute presentation at the 15th Annual Texas A&M University Assessment Conference to be held February 22–24, 2015, at the College Station Hilton.
 - f. *The Minutiae of Management Kills Leadership* presented by **Dr. Jennifer Williams** at the TEEX 7th Annual Leadership Conference "Breaking Barriers", January 12-14, 2015, San Marcos, TX.

2015 Texas A&M AgriLife Conference presentations:

 - g. *Introduction* by **Dr. Kim Dooley**. Concurrent Session 1: Critical Thinking Workshop
 - h. *What is Critical Thinking, and Why Is It Important?* by **Dr. Barry Boyd**. Concurrent Session 1: Critical Thinking Workshop
 - i. *Developing a Cadre of Faculty as Experts in Critical Thinking, Teaching, and Learning* by **Dr. Kim Dooley**. Concurrent Session 1: Critical Thinking Workshop
 - j. Poster *Leadership Minor/Meeting Capacity with Online Learning*. **Dr. Robert Strong**.
6. 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** (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:
 - i. Dr. Theresa Murphrey has been approved for the Neuhaus-Shepardson Faculty Development Grant for up to \$2000
7. Dutch treat lunch (times vary) with Dr. E. – Contact Elke Aguilar to schedule and leave a contact number (for rescheduling): February 6, 9, 10, 11, 13, 16, 26; March 5, 9, 11, 12, 13, 16, 17, 18, 23, 24, 25, 26, 27, 30, 31; April 1, 2, 3, 6, 7, 8, 9, 20, 22, 23, 24, 27, 28, 29, 30; May 1, 4, 5, 6, 8, 11, 12, 13, 14, 15, 25, 26, 27, 28, 29

ALEC Information Technology

Standard Contact

Please email standard IT support requests to alectechsupport@ag.tamu.edu. These requests will come directly to me, and I will work to resolve them as quickly as possible.

For questions and AGNET password resets, please feel free to contact me directly via email (josh.davis@ag.tamu.edu), Microsoft Lync, or in person.

Emergency Contact

Josh Davis – Microcomputer LAN/Administrator for ALEC

Email:	josh.davis@ag.tamu.edu	Alt. Email:	davis.josh.k@gmail.com
Office Phone:	(979) 845-2952	Cell Phone:	(817) 751-2452

Alternate Emergency Contact

First Call (AgriLife IT Tech Support)

Website:	http://firstcallhelp.tamu.edu	Email:	first-call@tamu.edu
Phone:	(979) 985-5737	Alt. Phone:	(866) 996-2056

Alan Kurk – Director of AgriLife IT

Email:	akurk@tamu.edu	Phone:	(979) 845-9343
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Tom Lyster – IT Coordinator for AgriLife IT

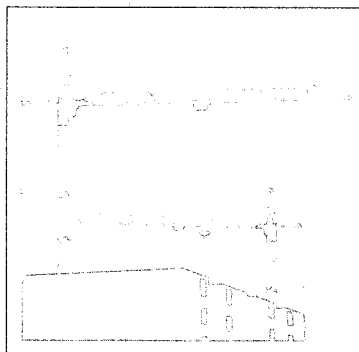
Email:	tlyster@tamu.edu	Phone:	(979) 845-1439
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General IT Tips

- Department email can be reached via the web from any location at: <http://owa.agnet.tamu.edu>
- The department file share (P, S, and X drives) can be reached via the web from any location at: <http://agdrive.tamu.edu>
- Technical support for any university service using your NetID (Howdy, eCampus, Compass, Campus WiFi) is managed by Help Desk Central (helpdesk.tamu.edu). I can assist you in using and troubleshooting these services, but only they can reset your NetID password.
 - Phone: (979) 845-8300
 - Email: helpdesk@tamu.edu
- If I am not available, AgriLife IT Tech Support (First Call, contact information above) can assist you. They manage our email and file share. They also manage some of our web portals, including the main page: alec.tamu.edu. They can troubleshoot problems remotely via an AgriLife IT branded remote desktop client.

ACHIEVING ALEC'S GRAND VISION

alec.tamu.edu



OUR PATH TO EXCELLENCE

As part of the university's campus master plan that was originally developed in 2004, the university called for the complete relocation of the majority of the College of Agriculture & Life Sciences to west campus. In June 2011, the Department of Agricultural Leadership, Education & Communications moved into the new AGLS building (one of four planned buildings as part of the AgriLife Complex) and was given 7,628 sf for office and administrative space only.

As the construction of the next phase of these AGLS buildings begin, the ALEC Department has two unique opportunities to secure additional, much-needed space. As the largest department in the college, we have a critical need for innovative classroom and lab space in order to effectively invest in our students' education and provide quality space for our faculty's research and outreach initiatives.

Agricultural Leadership,
Education & Communications
2116 TAMU
College Station, TX 77843-2116

Tel. 979.862.3003
Fax. 979.845.6296

alec.tamu.edu

WAYS YOU CAN SUPPORT US

- 12,800 sf (10 rooms) on the 3rd Floor of the 4th building in the AgriLife Complex
 - Close proximity to current space in AGLS building for teaching, research and outreach collaboration and coordination
 - State-of-the-art technology to prepare students for necessary skills in today's workplace
 - Professional space to connect with leaders and stakeholders across the globe
 - Research space to allow our faculty the ability to continue current research and secure additional funding opportunities
- 20,000 sf as part of the Agricultural STEM Integration Laboratory
 - Close proximity to current space in AGLS building (currently using 80-year-old structure 12 miles away at Riverside Campus)
 - Educational space to enhance instruction, research and outreach in the mechanical arts and biological sciences
 - Same educational space to offer workshops and continuing education programs at a cost to external audiences as a means to support ongoing maintenance and programs

WHY YOUR INVESTMENT MATTERS

- ALEC graduates more STEM educators than any other Texas A&M department. These graduates are responsible for preparing the next generation of educated/skilled professionals, which are currently highly sought after in our workforce
 - Our STEM graduates reach more than 5,000 high school students each year
 - New space will allow opportunities for applied instruction using modern technology and teaching tools, which is critical in preparing our students for professional careers after graduation
 - STEM lab space will allow us to conduct workshops and offer continuing education courses to teachers and other education professionals
 - Facilities can impact our students on a much larger scale, not just on an individual basis. Investing in space, software and technology means our faculty can properly invest their time, resources and knowledge in those students that come through their classroom
 - The relationships we build with our students do not end at graduation. We take great pride in the successes of our students once they become professionals in their fields because of our initial investment in them, which in turn allows them to give back to the next generation of ALEC students
 - Current faculty have exceeded the maximum teaching load required, and our student/teacher ratio has surpassed minimum guidelines. Inadequate facilities directly affects our ability to teach, which in turn, impacts the time faculty can devote to research and outreach
 - Social science research is a critical component of the college's and university's research agenda, and our faculty collaborate with other Texas A&M faculty on issues currently affecting the people, education and communication infrastructure of Texas
- ALEC is the largest department in the College of Agriculture and Life Sciences, which means approximately 1,400 students rely on us for quality teaching instruction. We never envisioned the magnitude in which our number of students (37% growth since 2011), research opportunities or outreach initiatives would grow

ALEC SWOT Analysis
 August 2014
 Engagement/Service

Small Group Members: Dr. Andy Vestal, Dr. Chanda Elbert, Dr. Summer Odom, Kenny Stroud, Vanessa Rutherford, Ambrya Baldwin

STRENGTHS

- Large number of former students who share an affinity for the department
- Students and faculty with skills and experience in communications tools and methods who share their abilities to help the department engage audiences
- Department possesses tools, programs, and experienced members that are used to engage audiences
- Department has a strong involvement with international relations and development
- Growing number of relationships and partnerships with community organizations and groups
 - o Service Learning experiences through courses
- Aggie Bash event enables the engagement of state agriculture teachers
- Large number of successful and influential former students
- Large emphasis placed on high impact experiences and study abroad work to engage students and community/global partners
- Streamlining communications through web committee and resources such as alecnews@tamu.edu
- Expanding our use of new media vehicles
- TALL and VG Young connections with our department

WEAKNESSES

- Communications within department and outside department are incomplete, incongruent, and not at a level we want
- Department members are over-extended

Opportunities

- Aggie Bash offers opportunity to build ties with ag teachers
- Large group of successful and influential former students can help engage audiences
- National FFA Week
- Teach Ag Day
- Engage students and offer a service to them by posting job opportunities on ALEC site and social media
- AgriLife programs and organizations have established social media accounts offering a broad network that we can join to engage audiences
- ALEC Advisory Boards offer network of members who are passionate about the department's goals

Threats

- Mixed signals between department and university leadership
- "Silos" or compartmentalizing work groups within department inhibiting open communication, closed minds that work for their own gain instead of departmental goals.

Strategic Plan for ALEC Diversity (SWOT Diversity) Preliminary Report 1.0

At Texas A&M University, single best source for information about diversity is the Office of the Vice President and Associate Provost for Diversity.¹ There is found:

- A message from our Vice President
- Dictionary
- What is Diversity?
- Council on Climate & Diversity
- Diversity Plan
- Diversity Operations Committee
- Campus Diversity Initiatives
- Campus Climate
- Statistics
- Funding Opportunities
- Difficult Dialogues Program
- Seminars and Programs

According to the University's Diversity Plan, it involves an exploration of individual differences in a safe, positive, welcoming, and nurturing academic environment. Though we only collect federal and state-mandated data on race/ethnicity and sex, studies indicate that individuals who have been historically marginalized or underrepresented in society as well as the academic environment fall in or among several of the following identity groups (Hurtado, Dey, Gurin, & Gurin, 2003; Stanley, 2006; Takaki, 1993; Tierney, 1987):²

- Age
- Cultural identity
- Gender identity or expression
- Nationality
- Physical and mental ability
- Political and ideological perspectives
- Racial and ethnic identity
- Religious and spiritual identity
- Sexual orientation
- Social and economic status

A baseline or current data for students from which to measure changes, except for race/ethnicity and sex does not exist.

The strategic question is: What action-oriented steps with either outputs or outcomes do we have underway or want to develop and implement to address each of the "identity groups" listed above?

Following is COALS and ALEC data about race/ethnicity. Data about sex is also available.³⁴ Currently, data for faculty is being sought, but initial inquiries indicate that data that does exist cannot be compared over past years. This will be forthcoming.

¹ <http://diversity.tamu.edu/> Office of the Vice President & Associate Provost for Diversity

² <http://diversity.tamu.edu/Documents/DiversityPlan.pdf> exas A&M Diversity Plan

³ <http://dars.tamu.edu/dars/files/b8/b8f6c1c0-5aa7-4d4e-843a-682f6e174f51.pdf> Texas A&M University, Enrollment Profile Fall 2010, page 36

Black Only+2 or more/1 Black						
	Undergraduate			Graduate		
	2010	2014	% Change	2010	2104	% Change
AGEC	11	1	-90.91%	2	0	-100.00%
ALEC	59	55	-6.78%	12	8	-33.33%
ANSC	4	23	475.00%	3	5	66.67%
BAEN	7	5	-28.57%	3	5	66.67%
BCBP	14	36	157.14%	3	2	-33.33%
CLAG	9	4	-55.56%	0	0	None
ENTO	9	9	0.00%	1	2	100.00%
ESSM	0	4	400.00%	3	2	-33.33%
HRSC	1	3	200.00%	0	0	None
NFSC	14	21	50.00%	1	2	100.00%
PLPM	16	27	68.75%	1	1	0.00%
POSC	5	4	-20.00%	2	0	-100.00%
RPTS	8	23	187.50%	6	9	50.00%
SCSC	2	4	100.00%	3	5	66.67%
WFSC	5	18	260.00%	4	3	-25.00%

Hispanic or Latino, Any						
	Undergraduate			Graduate		
	2010	2014	% Change	2010	2104	% Change
AGEC	58	92	58.62%	7	10	42.86%
ALEC	89	142	59.55%	11	20	81.82%
ANSC	91	232	154.95%	7	12	71.43%
BAEN	33	66	100.00%	2	9	350.00%
BCBP	36	99	175.00%	13	10	-23.08%
CLAG	16	22	37.50%	0	0	None
ENTO	56	75	33.93%	7	12	71.43%
ESSM	3	35	1066.67%	13	10	-23.08%
HRSC	25	26	4.00%	1	6	500.00%
NFSC	90	166	84.44%	5	4	-20.00%
PLPM	65	86	32.31%	7	3	-57.14%
POSC	29	29	0.00%	4	6	50.00%
RPTS	38	54	42.11%	4	2	-50.00%
SCSC	16	26	62.50%	7	10	42.86%
WFSC	76	67	-11.84%	29	31	6.90%

⁴ <http://dars.tamu.edu/dars/files/76/76188a4c-b830-47a6-ad8f-ca5e2bef21be.pdf> Texas A&M University, Enrollment Profile Fall 2014, page 49

Asian						
	Undergraduate			Graduate		
	2010	2014	% Change	2010	2104	% Change
AGEC	8	10	25.00%	3	6	100.00%
ALEC	1	4	300.00%	1	3	200.00%
ANSC	5	12	140.00%	1	0	-100.00%
BAEN	11	12	9.09%	2	2	0.00%
BCBP	46	69	50.00%	2	2	0.00%
CLAG	3	2	-33.33%	0	0	None
ENTO	2	5	150.00%	0	4	400.00%
ESSM	1	3	200.00%	1	3	200.00%
HRSC	0	3	300.00%	1	1	0.00%
NFSC	24	52	116.67%	5	1	-80.00%
PLPM	13	30	130.77%	0	2	200.00%
POSC	0	0	None	3	0	-100.00%
RPTS	8	7	-12.50%	0	5	500.00%
SCSC	2	4	100.00%	3	5	66.67%
WFSC	2	5	150.00%	0	1	100.00%

The ALEC Diversity Committee welcomes discussion about these and future data and suggestions for developing and implementing action-oriented activities with outputs and outcomes that are measurable.

Committee Members:

Elke Aguilar
 Cathryn Clement
 Kirke Edney
 Manuel Piña, Jr., Chair
 Victor Salazar

Undergraduate Program Report
Tuesday, January 27, 2015

1. HIE Assessment

Ashley is actively collecting and organizing course HIE data. She will be requesting to be placed on each workgroup agenda to discuss your program areas report.

2. Undergrad Curriculum Committee (UCC) meetings

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
Dec.14	Dec. 14	1/1/15	1/8/15	n/a	No meeting	n/a	1/12/15
1/14/15	1/28/15	2/5/15	2/12/15	2/27/15	3/13/15	3/13/15	4/13/15
2/11/15	2/25/15	3/5/15	3/12/15	3/27/15	4/10/15	4/15/15	5/11/15
3/11/15	3/25/15	4/2/15	4/9/15	4/24/15	5/8/15	5/13/15	6/8/15
4/8/15	4/22/15	4/30/15	5/7/15	5/29/15	6/12/15	6/17/15	7/13/15
5/19/15	5/27/15	6/4/15	6/11/15	6/26/15	7/10/15	7/15/15	8/10/15
6/10/15	6/24/15	7/2/15	7/9/15	≈7/25/15	≈8/8/15	≈8/13/15	≈9/8/15

The deadline for the 2015-2016 Catalog has passed (items for that catalog must have been approved by Faculty Senate at its December 2013 meeting).

The deadline for the 2016-17 Catalog will require items to have Faculty Senate approval by the December 2015 meeting. Therefore, items must be in to the department committee absolutely no later than the August 2015 meeting.

3. Classes & advising

- a. If you must cancel class – contact Charlene Boggus and email your students. Charlene will post notes on classroom door.
- b. Any announcements for undergrads are distributed by Charlene via listserv or undergrad newsletter. Digital newsletter is distributed on Wednesday morning.
- c. FAEIS graduate survey is due March 1, Charlene compiles our report and will be seeking information about student placement.
<http://faeis.usda.gov>
- d. Please let Megan Homeyer know about guest speakers or course activities that can be publicized via social media channels.
- e. WEAVEonline report: We did not do well in the recent evaluation. Program area leaders will be working on improving our assessment reporting this spring for the 2014-2015 reporting cycle.

4. Reminders:

- a. Field Trips – Rutherford/Norgaard

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>).
 - b. Excused Absences for field trips MUST be completed on the University Authorized Event calendar.
<https://studentactivities.tamu.edu/app/sponsauth/index/submit>
 - 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: (1Muster)
 - 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.
5. Field trip fee requests (<http://sbs.tamu.edu/media/26936/Trip-Request-Form.pdf>)
 - i. April 1 for Summer semester courses
 - ii. July 1 for Fall semester courses
 - iii. October 1 for Spring semester courses

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.
 6. Change of Major/minor application deadlines (ALED, USAL, & AGCJ)
 - a. March 10, 2015 for Summer & Fall

Upcoming Dates to Remember

Undergrad Faculty meetings – Feb 9 @ 3:00, April 13 @ 3:00

Mid-Term Grades due March 9

ALEC Awards Reception – April 17

**Graduate Program
Associate Head Report – January 27, 2015**

1. Important Information and Dates & Deadlines
 - a. Both Summer and Fall schedules have been sent to faculty for another review with a request to send Clarice edits/changes by February 6.
 - b. The Graduate Faculty/February 1 Admission meeting is scheduled for February 13, 9:00 am, AGLS 129. Due to the AIMS crash, the faculty review of applicant materials will be accessible in the ALEC X drive under Graduate Admissions folder. There will be a folder for each applicant and, as in the past, the excel spreadsheet will be provided at the meeting. Graduate faculty may begin review of materials on February 9, 2015, and may continue to access through February 27, 2015. The voting will be conducted by submitting a voting ballot. Clarice will provide the voting ballot at the meeting to be returned to her by February 27.
 - c. Prospective Graduate Student Day – Friday, February 20, AGLS 129. Faculty introductions at 9:30 am.
 - d. Pre-registration for Summer and Fall will open mid-April.
 - e. Announcements to students are distributed by Clarice via listerv or Graduate E-News digital newsletter distributed once a month or as needed.
 - f. Dr. Tim Murphy is soliciting for contractors to help to prepare a new data information system to replace the AIMS. He hopes to have something set in place by August.

2. D@D Information
 - a. Cohort 5 and 6 attended the TAMU December Seminar, December 15-16, 2014. Cohort members enjoyed their experience here in College Station to be able to connect with our faculty.
 - b. The application process for Cohort 7 is now open and will remain open until April 1, 2015. Faculty will meet early May by Skype to discuss applicant materials. Admission decisions will be announced by letter by the end of May.
 - c. Cohort 6 and joint faculty will be meeting again at the AAAE National Conference in San Antonio. Registration for the conference will open on February 1 and there will be option to attend the TAMU/TTU dinner on Wednesday May 20, 6:30 pm, at the Iron Cactus Mexican Grill for \$15.00. Clarice will send out more details soon.

3. Graduate Curriculum Committee meetings
 - a. Chair, Gary Briers
 - b. Purpose: Review all new course requests, Special Topics requests (689), and other proposed curriculum items
 - d. Meets on an as needed basis

4. Graduate Curriculum Research Committee
 - a. Chair, Billy McKim
 - b. Purpose: Evaluate/review the ALEC graduate research sequence and current advising documents for each program
 - c. The committee has met and discussed a plan to move forward.
 - e. The committee will continue to meet and will report findings back to the Graduate Faculty for approval when a specific plan of action is determined.

Upcoming Dates

Graduate Faculty meetings – Feb. 13, 9:00 am, AGLS 129; March 13, 9:00 am, AGLS 129
ALEC Awards Reception – April 17