

AGENDA
Departmental Meeting
Wednesday, May 27, 2015
2:00 to 3:30
129 AGLS

1. 2:00 – 2:15 Welcome/Announcements/Bus Recognition Elliot
(Attachment A)

Dr. Elliot welcomed Clay Ewell, Russell Ewell, and Russell's wife Alyssa. He then turned the meeting over to Drs. Murphy and Briers who in turn presented Clay with the AAAE Special Award from the recent meeting in San Antonio. Dr. Murphy read the nomination to the group.

Others awards presented at the conference:

- Dr. Kim Dooley, AAAE Fellow Award
- Dr. Alvin Larke, AAAE Honorary Life Membership Award
- Dr. Robert Strong, AAAE Outstanding Early Career Award
- Katy Lane and Dr. Theresa Murphrey. Top Five Research Poster: *Encouraging Undergraduate Students in Agriculture to Pursue International Experiences: Preference and Motivation*
- Anna Bates and Dr. Theresa Murphrey. Top Five Innovative Poster: *New Technology Meets Traditional Home Visits: Using Instagram to Engage Secondary Agricultural Science Students*
- Clay Zwilling, Dr. Roger Hanagriff, and Dr. John Rayfield. Outstanding Innovative Poster. *Using Google Analytics to Assess the Use of Online Resources in Agricultural Education*

Dr. Elliot reported that the two guest speakers at AAAE this year were Dr. Christine Stanley and Dr. Elsa Murano – both from TAMU.

Dr. Rutherford introduced the two new undergraduate advisors: David Turner and Kristina Beevers.

Dr. Murphy introduced Michael Catarineau, the new student IT tech. Michael was hired to assist Josh. The ALEC IT Guidance Committee (members include: Drs. Murphy, Cummings, Wingenbach, McKim, R. Strong, and Vidya Patil) will report at monthly meetings. Dr. Murphy made the report this month (Attachment B).

Other recent awards:

- Dr. Scott Cummings was selected as this year's Kunze Award winner. The award was presented at the Annual Graduate and Professional Student Council Banquet on April 30th
- Sarah Ho received the New Advisor of the Year Award from Student Activities
- Samantha Alvis will receive the Young Professional Award at the AIARD awards dinner on June 1 in Washington, DC.
- ALEC former student Liz Treptow received the Texas A&M University Inspiration Award for Exceptional Education. Dr. Briers said that she teaches at Weimar High School. This is the third ALEC former student to receive this award.
- Jay Hancock's student Kelsey Wood was selected as one of the Q1 winners for the National Youth Safety Essay Scholarship Contest. She was one of two winners and received \$500.

Dr. Dunsford introduced Emily Foreman and Chelsea McQueen who have been hired as student news writers for the department. Dr. Dunsford will lead the effort this summer.

The following bus/van/truck/wrecker presentations were made:

- Norgaard to Catarineau
- Shackelford to Hancock
- Murphrey to Harlin
- Strong (J) Held for next meeting
- McKim to Pope
- Bobbitt to Patil
- McCorkle to Edney
- Whiting to Pina
- Payne (T) to Cummings

2. 2:15 – 2:20 Update – ALEC Web Process and Contacts Kujawski

Jenna reported Dr. Elliot has been on the road – most recently to San Antonio. Bud Box has agreed to fill one of the vacant spots on the development board.

Jenna clarified that If you are experiencing technical issues with the ALEC website, submit a help ticket directly to AgriLife Communications at <http://agrilife.org/communications/request/>.
3. 2:20 – 2:30 New Graduate Faculty Requirements Murphy

Graduate committee faculty membership is under discussion at the university level. The “Associate Member” title would be eliminated in favor of a complex system of individualized “roles” for each member. A draft of the proposed changes will be distributed as an attachment with these minutes and graduate faculty minutes for your review. No changes will be made before the 2016-17 catalog.

4. 2:30 – 25 GTA Funding Murphy
 Funding is a fixed amount from college to each workgroup. The program areas identify and rank the potential GTAs. If you want your own graduate student then you need to generate dollars.
5. 2:35 – 2:40 SWOT Final Approval Elliot
 Motion to approve final section. Edney made with a second from Rutherford. Call for voice vote – no opposing votes. Motion passed.
6. 2:40 – 2:50 Associate Department Heads Updates
 Cummings/Rutherford/Murphy
Extension/Cummings
 Working on several projects. Space is currently being reassigned. Group getting ready for fall semester.
- Undergraduate/Rutherford
 New student conferences has started.
- Graduation and placement being handled.
- Sorry to see Sarah leave, but excited about the two new advisors.
- Graduate/Murphy (Attachment C)
 Graduate faculty meeting to discuss admissions is scheduled on June 8th at 1:30 in AGLS 200.
- D&D Cohort 7 Induction ceremony will be in Lubbock on August 17-19. The Department will have a van going if you would like a ride. Your hotel room will be provided. Nineteen students will be admitted. Therefore, a large contingent of ALEC faculty is needed. Please inform Dr. Murphrey of your intention.
- At the recent AAEE conference in San Antonio, almost 70 people attended the joint TAMU/TT dinner held at the Iron Cactus. Clarice did a great job with all the plans. Harlin and Brashears were the contact faculty for this conference.
7. 2:50 – 3:00 Email Transition IT Committee
 Attachment D
8. Other
 Fall department meeting on August 25th will be at IMS – Riverside Campus. Breakfast will start at 7:45 with the meeting to follow at 8:15.

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel June 1, 2015 due by May 1, 2015
International (60 days prior to trip): e.g., travel July 1, 2015 due by May 1, 2015

Upcoming Events

July 12-15, ALE
June 2, AIARD, DC
June 3 – June 30, AgEd Academy
June 8-11, ACE, Charleston, SC
June 16-20 NACTA, Athens, GA
July 17, Annual Benefits Meeting, Friday, 9:00 in 129 AGLS
August 10 – Cohort III – Leadership Cornerstones, Lubbock
August 17-19, Doc@Distance, Lubbock
August 31, First Day of Fall Classes
September 14, WRAAAE, Corvallis, OR
October 26-30, National FFA Convention, Louisville, KY
November 16-20, ACTER/ACTE, New Orleans, LA
November 26-27, Thanksgiving Holiday

Upcoming Departmental Meetings

August 25, 7:45 bkfst, 8:15 meeting, IMS – Riverside Campus
September 23, 7:45 bkfst, 8:15 meeting, 129 AGLS
October 22, 2:00 refreshments, 2:15 meeting, 129 AGLS
November 11, 2:00 refreshments, 2:15 meeting, TBD
December 10, 7:45 bkfst, 8:15 meeting, 129 AGLS

ALEC Departmental Meeting
May 27, 2015

1. Congratulations, Thank You, and Welcome

Welcome:

- a. **David Turner** as our new ALED advisor.
- b. **Christina Beevers** as our new AGCJ advisor.
- c. **Michael Catarineau** as tech assistant to Josh Davis.

Congratulations:

- d. **Dr. Scott Cummings** was selected as this year's Kunze Award winner. The award was given to him at the Annual Graduate and Professional Student Council Banquet on April 30th
- e. **Sarah Ho** received the New Advisor of the Year Award from Student Activities a Division of Student Affairs. This award recognizes individuals who provide exceptional guidance to the student organizations they advise (Peer Advisors)
- f. ALEC **Taya Brown** is one the two TAMU students selected to participate in the Future Leaders Forum of Association for International Agriculture and Rural Development in the Annual Meeting in Washington, DC in May 2015. The other student selected is Kathrine Dennis from RPTS.
- g. ALEC former student **Liz Treptow** is one of the two students selected, based on nomination by a former student, to receive the Texas A&M University Inspiration Award for Exceptional Education.
- h. **Jay Hancock's** student **Kelsey Wood** was selected as one of the Q1 winners for the National Youth Safety Essay Scholarship Contest
- i. **Samantha Alvis** will receive the Young Professional Award at the AIARD awards dinner on June 1 in Washington, DC.
- j. **Dr. Robert Strong** is the Managing Editor of the Journal of International Agricultural and Extension Education Assistant Professor Texas A&M University

AIAEE conference, The Netherlands, May 2015

- k. **Dr. Theresa Murphrey**, Service Award
- l. **Dr. Glen Shinn**, Leadership Award
- m. **Dr. Robert Strong**, Fellow
- n. **Taya Brown** and **Dr. Theresa Murphrey** -1st Runner Up Abstract Presentation
- o. **Dr. Tobin Redwine, Dr. Tracy Rutherford, & Dr. Gary Wingenbach** - 1st Place Open (Faculty/Professional) presentation
- p. **Dr. Robert Strong, Dr. Kirk Edney, and Dr. Roger Hanagrif** - 1st Runner-Up in open presentations

AAAE National Conference, San Antonio, TX, May 2015

- q. **Dr. Kim Dooley**, AAAE Fellow Award
- r. **Dr. Alvin Larke**, AAAE Honorary Life Membership Award
- s. **Clay Ewell**, AAAE Special Award
- t. **Dr. Robert Strong**, AAAE Outstanding Early Career Award
- u. **Katy Lane** and **Dr. Theresa Murphrey**. Top Five Research Poster: *Encouraging Undergraduate Students in Agriculture to Pursue International Experiences: Preference and Motivation*
- v. **Anna Bates** and **Dr. Theresa Murphrey**. Top Five Innovative Poster: *New Technology Meets Traditional Home Visits: Using Instagram to Engage Secondary Agricultural Science Students*
- w. **Clay Zwilling, Dr. Roger Hanagriff, and Dr. John Rayfield**. Outstanding Innovative Poster. *Using Google Analytics to Assess the Use of Online Resources in Agricultural Education*

2. Elliot's Development Visits
 - 04/30 Dan Pfannstiel
 - 05/01 Preston Abbott
 - 05/18 Bud Box
 - 05/28 San Antonio Stock Show and Rodeo
 - 05/29 Fort Worth Stock Show and Rodeo and Marcus Hill
 - 06/8-9 Mark Kirkpatrick (Lubbock)
3. Publications/Presentations
 - AAAE 2015 National Conference, San Antonio, TX. May 19-22 2015
 - a. *Creative use of technology to encourage human connection and increase ag literacy: #AgItForward.* Innovative Poster. **Anna Bates and Theresa Murphrey**
 - b. *An examination of university agricultural education faculty attitudes toward the implementation of high impact learning experiences.* Research paper presentation. **Theresa Murphrey, Summer Odom, and James Sledd**
 - c. *A qualitative examination of success factors for tenure-track women faculty in postsecondary agricultural education.* Research paper presentation. **Theresa Murphrey, Summer Odom, Valerie McKee, and Carley Christiansen**
 - d. *Examining agricultural mechanics projects and their use as supervised agricultural experiences in Texas.* Research paper presentation. **Will Doss, John Rayfield, and Tim Murphy**
 - e. *A historical examination of the educational intent of supervised agricultural experiences (SAEs) and project based learning in agricultural education.* Research paper presentation. **Kasee Smith and John Rayfield.**
 - f. Research Session E: Extension and Nonformal Education Volunteers. Chair: **Jack Elliot**
4. 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:
 - i. CTA Development Grant Award. Holli Archer. \$942
5. Dutch treat lunch with Dr. E. – Contact Debbie King to schedule and leave a contact number (for rescheduling): June 4, 5, 16, 17, 18, 19, 22, 23, 24, 25, 26, 29 & 30; July 1, 2, 3, 13, 14, 15 & 17; August 14, 20, 21, 24, 25, 26, 27 & 28

ALEC IT Announcements

First, allow me to welcome Michael Catarineau, a new student worker here in the ALEC department. Michael will be working exclusively with me on IT tasks, and you may see Michael working on computers around the department or responding to requests for assistance.

IT Support Contact

- The primary way to request assistance remains an email to alectechsupport@agnet.tamu.edu, which will create a ticket in the First Call ticketing system. This system allows me to keep record of repairs and provide you with updates.
- With Michael assisting me this contact becomes even more important, as Michael or I may respond to your ticket request.
- If you have something you would like to talk to me about, you can of course still email me or come by the office to talk. I would ask, however, that you please submit any request that comes out of these conversations to the ticketing system.
- Finally, if the problem is an emergency or one that prevents you from using your computer, you may contact me using other means but I would ask that you submit a request afterwards as soon as possible for records purposes.

Email Migration

About the New System

- The ALEC department, along with the rest of the College of Agriculture and Life Sciences, will soon be transitioning to a new email system. The new system is supported by A&M IT (formally CIS) and currently supports every other academic college as well as many of the non-college entities on campus.
- The new system will use NetIDs for access. This is the same account used for most other campus services (Wi-Fi, Howdy, eLearning, Compass)
- The new system will still use Outlook to receive email on your computer and also features a web mail for access to your email from anywhere (<https://exchange.tamu.edu>).

Benefits of the New System

- The storage space for email will be increased. Each faculty and staff member will receive a 10GB mailbox at no cost to the department. Graduate students and student workers will receive a 2GB mailbox at no cost to the department. I will be able to facilitate requests for an increase in mailbox size, and there will be a small annual charge (currently believed to be \$2/GB) for space used beyond the free amount.
- Generic mailboxes will allow for multiple individuals to share an email address and corresponding mailbox for use in projects, collaborations, and other tasks.

Challenges with the New System

- Some individuals will have to change their email address. If you currently use an email address that ends with @agnet.tamu.edu or @ag.tamu.edu as your primary email address, then you will have to change your email address. For faculty and staff, I would recommend using your primary TAMU email address, which is in the form NetID@tamu.edu as your email address. Otherwise, the new system will assign an address in the form of NetID@exchange.tamu.edu. For student

workers and graduate students, and others who want their @tamu.edu email address to still point to their TAMU Google Mailbox, this will be the recommended email address.

About the Email Migration

- The migration will begin the first week of June. I will work with each of you to find a time that works best.
- While mail service will not be interrupted during the process, calendar appointment requests could be affected. The process will take a few hours, so this should be taken into account when selecting a time.
- You do not have to be physically present for your mailbox migration, however I will need an alternative method of contact for individuals who are not physically present.
- When it begins, the migration process for each person will be as follows:
 - I will create a new mailbox for you in the new system.
 - I will then contact AIT to have all of your incoming mail set to be forwarded to your new mailbox.
 - If you are not physically present, I will then provide instructions to the alternate contact for connecting to your new mailbox.
 - I will then start the process of transferring all of your mail from your old mailbox to the new mailbox. This process can take a few hours, depending on mailbox size and the amount of people being migrated at the time.
 - If you are physically present, I will then set up your new mailbox in Outlook and on all portable devices. These instructions will also be provided via email.
 - If necessary, we will then make changes to where your @tamu.edu address sends email, setting it to the new mailbox.
 - Once the transfer of old mail is complete, I will confirm with each of you that everything is present, and will then ask AIT to delete your old mailbox.
- Contact between those on the new system and those still on the old system should be mostly problem-free. The address books in each system will reflect changes as we start moving to the new system. Contact may be problematic with an individual on the day of their migration. As stated before, creating calendar appointments with individuals on the day of their migration may not be possible. The address book updates nightly, so it may not reflect changes until the next day. This will only be an issue if an individual will have to change their email address as a result of the migration. During the migration, I would recommend using the address book to select email recipients, as your auto-complete entries may be incorrect. Calendar sharing will be interrupted during the migration of either party, however can be set back up after the migration is complete.
- I am able to begin migrations on June 3. If you would like to go ahead and schedule a time, please submit a request with your requested times to alectechsupport@agnet.tamu.edu.

Other IT News

Other services are eventually going to be migrated as well. These include computer logins and the department file server. The goal is to move to a single login for the majority of department computing resources. Any other migrations will include a complete transfer of all data from the old system and will be planned and communicated as thoroughly and effectively as possible. There are not yet any definite dates for these migrations, and I will send updates as I find out more information.

Graduate Program
Associate Head Report – May 27, 2015

1. Important Information and Dates & Deadlines

- a. The **Graduate Faculty meeting** to discuss Admissions is scheduled for **June 8, 1:30 pm, AGLS 200**.
- b. New Graduate Faculty Requirements – Graduate Committee Faculty Membership is under discussion at the University level. The “Associate Member” classification would be eliminated in favor of a complex system of individualized “roles” for each Member (e.g. Chair a Doctoral Dissertation to Member on Non-Thesis Master Committee). A draft of the proposed changes will be distributed as an attachment with the departmental minutes and graduate faculty minutes for your review. No changes to the current system have been enacted, or will be before the 2016-17 Catalog.
- c. Summer and Fall new assistantship positions have been confirmed.
Summer – Courtney Overstreet and Emily Ryan; Fall – Lesleigh Bagley; Allison Dunn; Kacie Gallegos; and Daijonna Hall.

2. D@D Information

- a. Joint faculty will be traveling to Lubbock August 17-19 for the Cohort 7 Induction ceremony. Those wishing to attend, please contact Clarice. **Get on the BUS!**
- b. Cohort 6 and joint faculty met at the AAAE National Conference in San Antonio and conducted the Qualifying Examination. The TAMU/TTU dinner was on Wednesday, May 20, at the Iron Cactus Mexican Grill. It went well with 69 people attending.

3. Graduate Curriculum Committee meetings – **No Report**

- a. Chair, Gary Briers
- b. Purpose: Review all new course requests, and other proposed curriculum items.
- c. Committee meets on an as need basis.

4. Graduate Curriculum Research Committee -- **No Report**

- a. Chair, Billy McKim
- b. Purpose: Evaluate/review the ALEC graduate research sequence and current advising documents for each program
- c. Work will begin to engage outside assistance in a restructuring of the entire graduate program, to include the research sequence. Initial steps include seeking assistance from the CTE, with an expected completion date before the Fall Semester.

Upcoming Events/Dates

AIARD – May 31 - June 2, Washington DC

AgEd Academy – June 3-30, 2015

Graduate Faculty/Admissions mtg – June 8, 1:30 pm, AGLS 200

ALE – July 12-15, 2015, Washington, DC

Cohort 7 D@D Induction Meeting – August 17-19, 2015, Lubbock

Department Mtg – August 25, 2015 - Breakfast 8:15 am, IMS

First day of Fall classes – August 31, 2015

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