MINUTES
Departmental Meeting
Wednesday, November 11, 2015
2:15 p.m. -- 129 AGLS

1. 2:15 – 2:30   Welcome/Announcements/Bus Recognition   Elliot

    Bring your bus/van/truck/wrecker:
    - Briers
    - Keppler to Murphrey
    - Moore to Smith
    - Beevers to Turner
    - Vestal to Payne, M
    - Fulton to Dunsford and Kujawski
    - Edney to Cadena
    - Dunsford and News Reporters to Kujawski
    - Bauer

2. 2:30 – 2:45   OAK Fund – Office of Scholarly Communication   Wingenbach
    Dr. Wingenbach introduced Dr. Bruce Herbert who is the Director of Scholarly
    Communication. Dr. Herbert explained the Open Access to Knowledge (OAK)
    Trust Fund which has money to give to promote research. It is in place to serve
    the public. OAK is TAMU's Institutional Repository with over 71,000 documents
    which have been downloaded over 36 million times. His power point is attached.

3. 2:45 - 2:50   Update on Alumni Relations/Development   Kujawski
    Two empty seats on the Boards. One recently filled with Jim Jennings. One more
    to be filled, hopefully before April. Dr. Elliot mentioned that these Board
    members have self-assessed membership dues of $1000.

4. 2:50 – 2:55   ALEC Academic Program Review   Elliot/King
    The ALEC Academic Program Review will be conducted Spring 2017. Planning
    begins now. First item on the agenda is to select nominees to serve on the
    external review team. A list of 8-10 names will be submitted by the Department
    to the Provost for final selection. Potential reviewer names are due to the Provost
    no later than December 11, 2015. Please send names to Debbie before then.

5. 2:55 – 3:00   IT Search Update   Strong
    Committee has completed first round of interviews. No names recommended for
    hire. Position reopened. Multiple new applications were received. Committee
    hopes to have new interview dates set quickly.

6. 3:00 – 3:15   Associate Head Reports
                    Rutherford/Murphy/Cummings

    Extension. Dr. Cummings reported that the recent new agent training had 105
    agents attend. Most of the staff were engaged in the meeting. 19% of the total
    number of agents were here. Most of the agents are under 29 years of age. New
    trend.

    Graduate. See handout for details. No December meeting. AGSS President
    Valerie McKee announced that the group would be working with Bridge Ministries
    to supply gifts to their Christmas Store so that families in need could hand-select
    gifts to provide for their children. Valerie will send out more information as it
    becomes available.

Undergraduate. See handout for details. Dr. Rutherford advised faculty to carefully review the summer and fall 2016 schedules for accuracy. Some classes have been loaded but no seats made available until final details are made. She also reminded everyone that class syllabi are to be posted by the first week of classes.

Some concern on how attendance is taken in distance courses. How is attendance logged as far as face to face or at a distance?

Please make sure that all students needing advising first see a peer advisor. They generally can handle most questions that students have.

David Turner announced that the Peer Advisors are having a food drive from today through December 4th. Food Bank will be the recipient.

7.   3:15 – 3:30   Faculty
☐   ALEC APR Peer Reviewers   Elliot
    Covered above in #4.

☐   Annual Performance Review Deadlines   Elliot
    2015 APR
    Before the end of the semester, I am asking all faculty to schedule a 5 minute appointment with Tanya to verify your grant and funding balances.
    a.   In addition, please log into the Merit Self Report site during November or December to ensure that you have access to your data.
    b.   Due to our administration moving their review of our department to January (they started this in 2013), your input into our data base must be completed by January 11 and any edits must be made by January 18 (our Department report is due January 20).
    c.   Elke, Clarice, and Tanya are getting up-to-date with their input (although there will be additional information that they enter between now and January 11).
    d.   Tyler Wieghat is monitoring the site.
    e.   As has been our operational procedure the past five years, merit decisions (if there is merit this year) will be made once the edits are done on January 18.
    f.   Therefore, please ensure that your entries are reflective of your 2015 efforts.
    g.   Faculty APR meetings will be scheduled starting February 10.

Travel Request Form Deadlines
Domestic (30 days prior to trip):   e.g., travel January 1, 2016 due by December 1, 2015
International (60 days prior to trip):   e.g., travel February 1, 2016 due by December 1, 2015

Upcoming Events
November 16-20, ACTER/ACTE, New Orleans, LA
November 26-27, Thanksgiving Holiday

Upcoming Departmental Meetings
(All meetings in 129 AGLS)
December 10 @ 8:15 am (Breakfast at 7:45 am)
January 11 @ 9:00 am
February 11 @ 2:00 pm
March 9 @ 9:00 am
April 12 @ 2:00 pm
May 11 @ 9:00 am

ALEC Departmental Meeting
November 11, 2015

1. Congratulations, Thank You, and Welcome
   a. **Dr. Jack Elliot** has been selected as the recipient of the 2016 Distinguished Alumni Award at The Ohio State University
   b. **Dr. Summer Odom** was asked to serve on the board of Phi Kappa Phi at the university level as Secretary/Treasurer.
   c. **TAMU Collegiate FFA** hosted a Leadership Development Event Skills Academy training event to better prepare pre-service teachers for volunteering to assist with Fall LDEs and enhance teaching skills during their undergraduate experience. Approximately 30 undergraduates attended; training was delivered by a panel of practicing agricultural science teachers.
   d. **FAST officers** attended the National FFA Convention and the Collegiate FFA events and were honored by being inducted as the latest ATA chapter by the national officers.
2. Announcements
   2015 APR:
   a. Before the end of the semester, I am asking all faculty to schedule a 5 minute appointment with Tanya to verify your grant and funding balances.
   b. In addition, please log into the Merit Self Report site during November or December to ensure that you have access to your data.
   c. Due to our administration moving their review of our department to January (they started this in 2013), your input into our data base must be completed by January 11 and any edits must be made by January 18 (our Department report is due January 20).
   d. Elke, Clarice, and Tanya are getting up-to-date with their input (although there will be additional information that they enter between now and January 11).
   e. Tyler Wieghat is monitoring the site.
   f. As has been our operational procedure the past five years, merit decisions (if there is merit this year) will be made once the edits are done on January 18.
   g. Therefore, please ensure that your entries are reflective of your 2015 efforts.
   h. Faculty APR meetings will be scheduled starting February 10.
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:
      i. Jennifer Chilek – Network Literacy Community of Practice $19,327
      ii. Scott Cummings and Kevin Andrews – eXtension Evaluation $64,600
      iii. Texas Education Agency Educational Excellence for AFNR & TDL Continuation project - $60,000 Jack Elliot & Kirk Edney. 2015-2016
      iv. 2 training programs for Bulgarian agricultural professionals were approved by the Approval Committee of the America for Bulgaria Foundation. Jennifer Strong
4. Dutch treat lunch with Dr. E. – Contact Debbie King to schedule and leave a contact number (for rescheduling): November 23, 24, 25; December 2, 3, 4, 8, 9, 10, 11, 14, 15, 21, 22; January 11, 12, 14, 15, 19, 20, 21, 22, 25, 26, 27.

On October 26, 2015 the Roscoe Collegiate Independent School District dedicated their STEM Agricultural Research Center. The STEM Agricultural Research Center is part of a 30,000 square foot state of the art facility. This facility offers students an opportunity to experience age-appropriate STEM program in the agricultural field.

During this dedication ceremony **Drs. Glen Shinn** and **Gary Briers** were honored for their work with Roscoe Collegiate by naming the Agricultural Education Innovation Complex in their honor. In addition, the Collaborative Extension Education Suites were named in honor of **Dr. Darrell Dromgoole.**

OAKFund
Open Access to Knowledge

What is the OAK Fund?

The Open Access to Knowledge (OAK) Fund at Texas A&M underwrites open access publication charges for scholarly journal articles, book chapters, and monographs published in open access journals and serials.

The Texas A&M University Libraries and the Vice President of Research funds the OAK Fund in partial fulfillment of Texas A&M University's commitment to the Compact for Open-Access Publishing Equity.

> OAK Fund: http://scholarlycommunication.library.tamu.edu/oak-fund/

Funding Guidelines

Eligible Authors. The OAK Fund is available to any current member of the faculty or full-time research staff at Texas A&M University and the Texas A&M Health Sciences Center. Eligible authors also include faculty at TAMU's Galveston and Qatar campuses, or affiliated State Agencies, who hold joint appointments at Texas A&M University.

Eligible Works. OAK funds apply to Open Access publication charges fees for peer-reviewed articles and book chapters or scholarly monographs in journals and monographs that provide free online access to all peer-reviewed articles, scholarly monographs or book chapters they publish.

No Other Sources of Funding Available. The OAK Fund is a limited resource intended to support open access publishing across the university. We expect researchers to request funding for open access publication from their funding agency if they can do so (the National Institutes of Health, the Wellcome Trust, and the Howard Hughes Medical Institute will all fund open access publication as part of their research grants).

Article Reimbursement Cap. The maximum dollar amount that the OAK Fund will reimburse for a single article, book chapter, or monograph is $3000. Authors may receive funding for up to $3000 per year for all open access fees.

Application and Reimbursement Process

Please submit your request for funds immediately upon your work's acceptance for publication by following the *OAK FUND: Instructions for Application and Reimbursement* document.

Funded Works Submitted to OAK Trust, the Texas A&M Digital Repository. The Libraries shall deposit copies of the final published version of works supported by the Oak Fund in OAK Trust, Texas A&M's online research repository (http://oaktrust.tamu.edu).

Contact for assistance or additional information. The OAK Fund is coordinated by the Libraries Office of Scholarly Communication. You can reach the Director, Dr. Bruce Herbert at 979-845-1083 or by email to oakfund@library.tamu.edu.

Scholarship in the Time of Openness

Dr. Bruce Herbert, Director

Office of Scholarly Communications

LIBRARIES
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TAMU STRATEGIC PLAN

Open Access

LIBRARIES
TEXAS A&M UNIVERSITY

Emerging Issue: Open Access
Open Access

A movement in higher education to increase access to scholarly research and communication, not limiting it solely to subscribers or purchasers of works.

- Open Access literature is digital, online, free of charge, and free of most copyright and licensing restrictions

- Works are still covered by copyright law, but Open Access terms apply to allow sharing and reuse

- All major OA initiatives for scientific and scholarly literature insist on the importance of peer review

http://sparc.arl.org/issues/open-access

Texas A&M University
A Land Grant, Space Grant, and
Sea Grant Institution

AM | LIBRARIES
TEXAS A&M UNIVERSITY

Emerging Issue: Open Access
Federal Mandates For Public Access to Research

The Library Supports:

Publication repositories

Tools to create data management plans

Data repositories (soon)

http://guides.library.tamu.edu/DataManagement

http://www.whitehouse.gov/blog/2013/02/22/expanding-public-access-results-federally-funded-research

Impact of Open Access on Citation Rates

The Research Information Network, a British research center, recently analyzed the distribution and impact of articles published in hybrid science journal *Nature Communications*.

Median Frequency Use of Nature Communications Articles
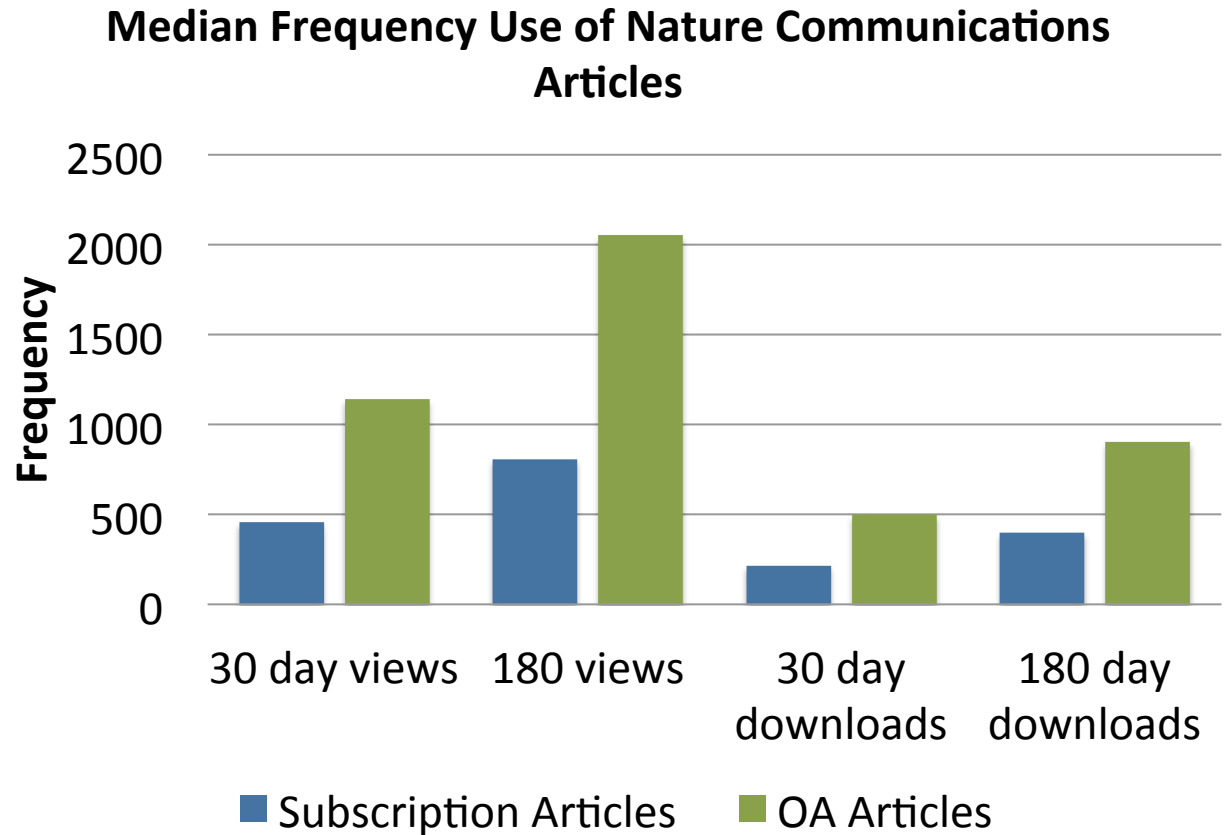
The report: http://www.nature.com/press_releases/ncommsreport2014.pdf

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Impact of Open Access on Citation Rates

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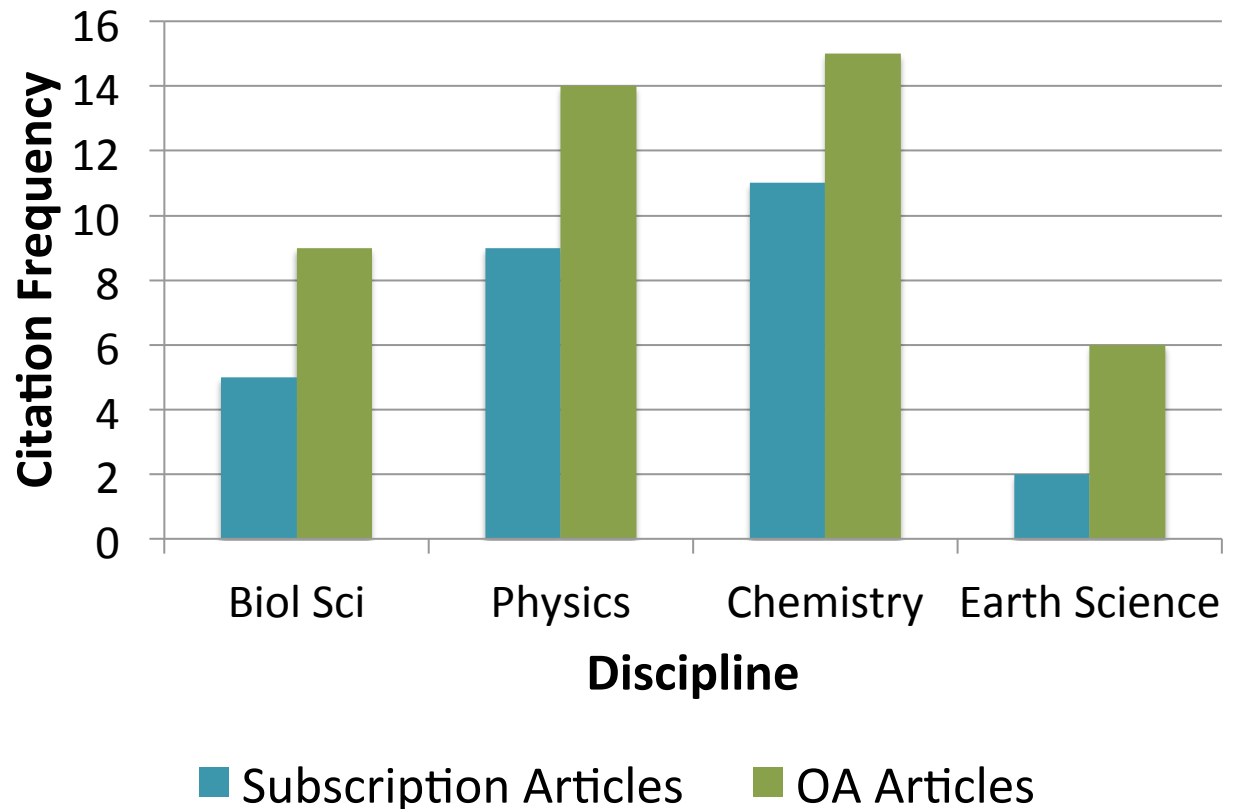## Citation Frequency For All Articles Published in Nature Communications
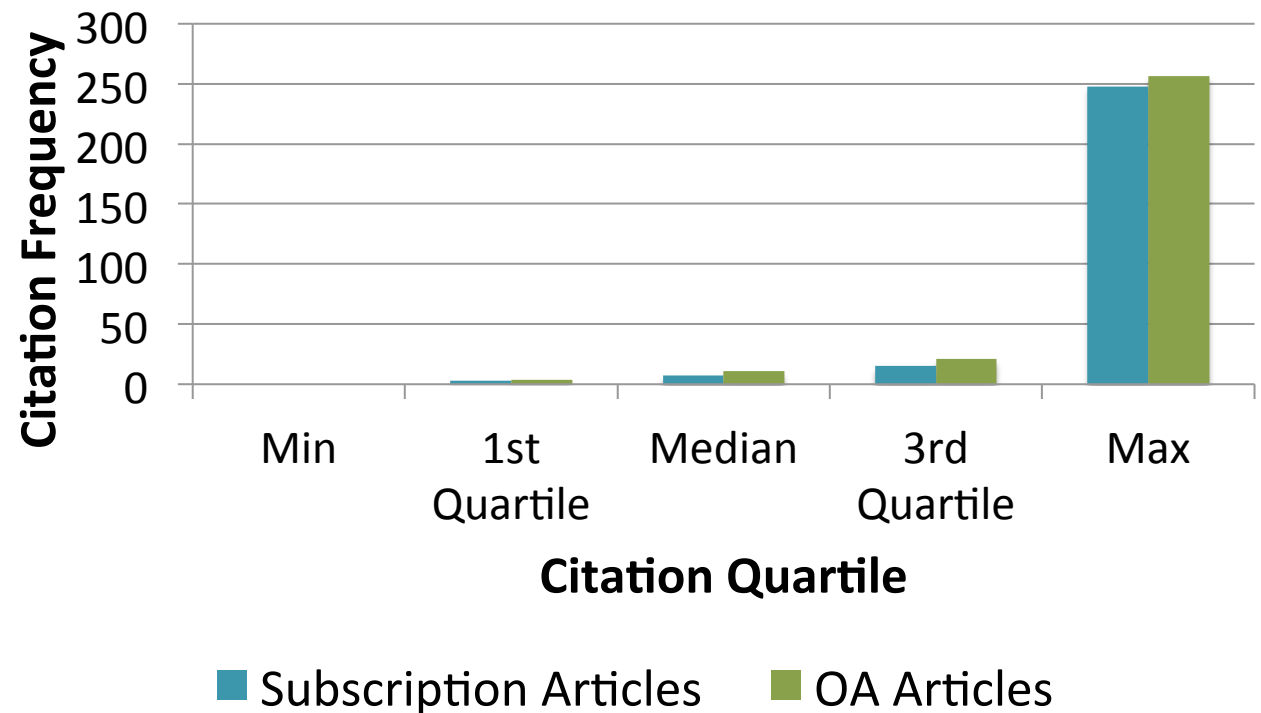
The report: http://www.nature.com/press_releases/ncommsreport2014.pdf

Impact of Open Access on Citation Rates

The Research Information Network, a British research center, recently analyzed the distribution and impact of articles published in hybrid science journal *Nature Communications*.

Median Citation Frequency By Discipline

The report: http://www.nature.com/press_releases/ncommsreport2014.pdf

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TEXAS A&M UNIVERSITY

http://oaktrust.library.tamu.edu/

OAK Trust: TAMU's Institutional Repository

OAK Fund: Funding Publication in OA Journals

Chat/Questions

TEXAS A&M UNIVERSITY | UNIVERSITY LIBRARIES | *Scholarly Communication*

Search | Services | Help | About

University Libraries → Scholarly Communication → OAK Fund   My Library Record

- Accessibility
- Digital Library Contact Information and Help
- Digital Services Committee
- Funding Agency Requirements
- **OAK Fund →**
  - Application & Instructions
  - Frequently Asked Questions
  - OAK Fund
- Open Access
- Repository: Getting Started
- Retrospective Theses
- Scholarly Communication Issues
- What Faculty Can Do
- What Students Can Do

Open Access to Knowledge (OAK) Fund

See also: OAK Fund FAQ and OAK Fund Application and Reimbursement.

The Open Access to Knowledge (OAK) Fund at Texas A&M will underwrite open access publication charges for scholarly journal articles, book chapters, and monographs as determined by the guidelines in this policy. The fund is supported by Texas A&M University Libraries. The University Libraries has established the OAK Fund in fulfillment of Texas A&M University's commitment to the Compact for Open-Access Publishing Equity.

The goals of the OAK Fund at Texas A&M University are to support and encourage innovative models of scholarly publishing that take advantage of the opportunities of distribution and access presented by digital and networking technologies; to increase access to Texas A&M research and scholarship; and to aid Texas A&M faculty and research staff who want to publish in open-access venues but who do not have other sources of funding to cover Open Access publication charges.

Funding Guidelines

Eligible Authors

The OAK Fund is available to any current member of the faculty or full-time research staff at Texas A&M University and the Texas A&M Health Sciences Center. This eligible group includes faculty assigned to the Galveston or Qatar campuses, or to affiliated State Agencies, who hold joint appointments at Texas A&M University.

http://scholarlycommunication.library.tamu.edu/oak-fund/

LIBRARIES TEXAS A&M UNIVERSITY

Challenges Remain

- Open access
- Data management & access
- Public engagement

Public Engagement

Roscoe Collegiate High School

- Roscoe Collegiate became the first rural Early College in Texas in 2009 – a college readiness program

- Intent of the Roscoe Collegiate Model

  - Each student to complete the Associate Degree as an indicator of college readiness,

  - Students earn a STEM field endorsement as an indicator of workforce readiness.

http://www.wtc.edu/students/
distancelearning/roscoecollegiate.html

LIBRARIES
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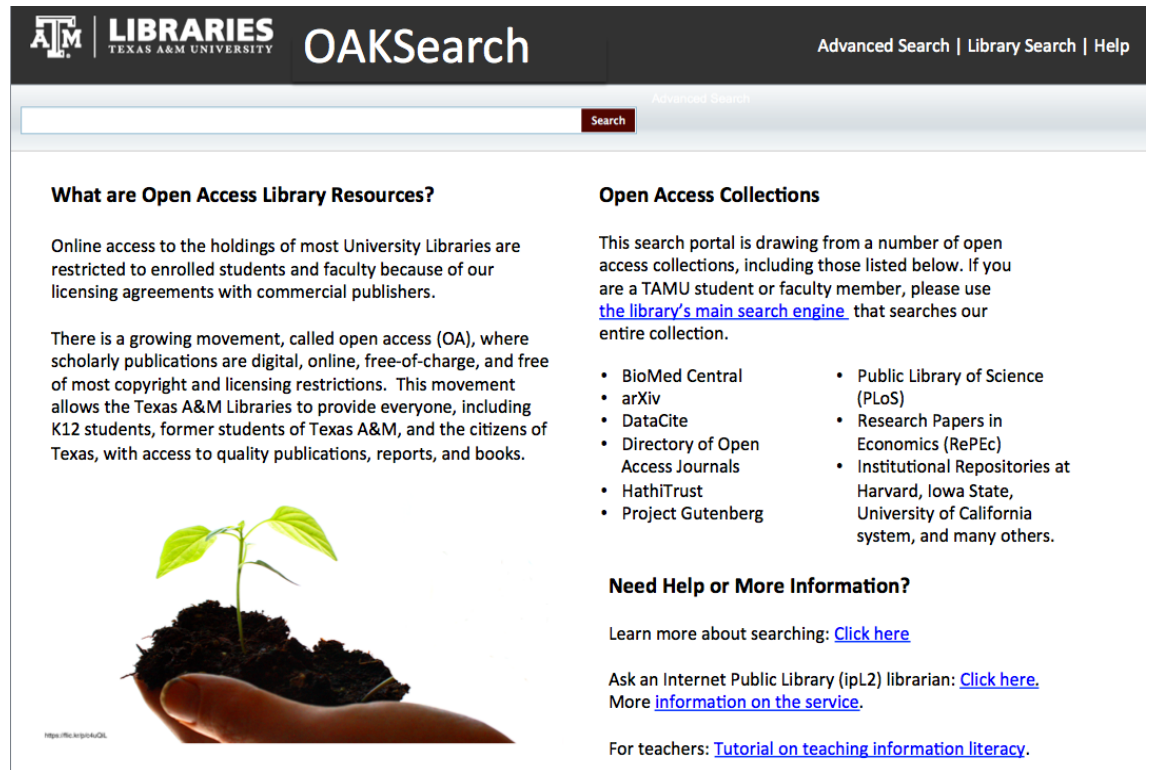
Roscoe Collegiate Capstone STEM Research Experience

- As alternatives to standardize testing, students engage in authentic research projects

    - Student-led questioning, data collection and analysis, poster development & presentation

    - All students in grades 3-11 conduct 4H-based (agricultural) research projects

    - Grade 12 year-long, career path relevant capstone research project.

- Bond approval to construct STEM Research Center

LIBRARIES
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Open Access to Knowledge Search (OAKSearch)

- "It was very helpful to me as I used it for writing some curriculum material.
- Another teacher I know used it for her work on her masters degree.
- We used it in our college readiness program to teach students the differences between lower level sources and academic sources.
- Lastly, our STEM research class students used it to find sources!"

LIBRARIES TEXAS A&M UNIVERSITY | OAKSearch

Advanced Search | Library Search | Help

What are Open Access Library Resources?

Online access to the holdings of most University Libraries are restricted to enrolled students and faculty because of our licensing agreements with commercial publishers.

There is a growing movement, called open access (OA), where scholarly publications are digital, online, free-of-charge, and free of most copyright and licensing restrictions. This movement allows the Texas A&M Libraries to provide everyone, including K12 students, former students of Texas A&M, and the citizens of Texas, with access to quality publications, reports, and books.

Open Access Collections

This search portal is drawing from a number of open access collections, including those listed below. If you are a TAMU student or faculty member, please use the library's main search engine that searches our entire collection.

- BioMed Central
- arXiv
- DataCite
- Directory of Open Access Journals
- HathiTrust
- Project Gutenberg

- Public Library of Science (PLoS)
- Research Papers in Economics (RePEc)
- Institutional Repositories at Harvard, Iowa State, University of California system, and many others.

Need Help or More Information?

Learn more about searching: Click here

Ask an Internet Public Library (ipL2) librarian: Click here. More information on the service.

For teachers: Tutorial on teaching information literacy.

http://library.tamu.edu/oaksearch/

QR Code

National Science Foundation Broader Impacts
Open Access Textbooks Project

Figure 1: Estimated Increases in New College Textbook Prices, College Tuition and Fees, and Overall Consumer Price Inflation, 2002 to 2012
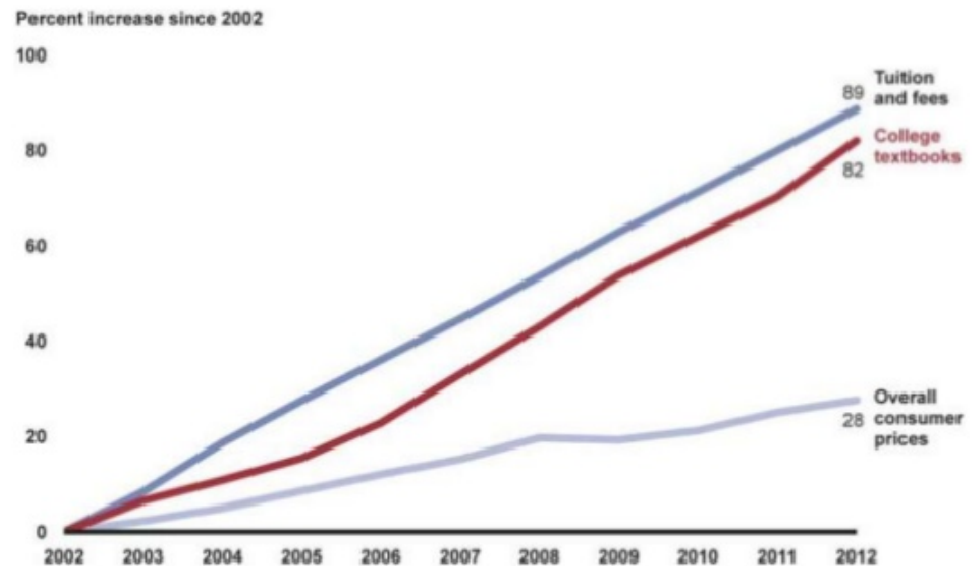
Source: www.goa.gov/products/GAO-13-368

OFFICE OF SCHOLARLY COMMUNICATIONS
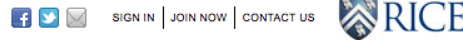
National Science Foundation Broader Impacts
Open Access Textbooks Project

- **Review Existing Textbooks**
- **Adopt an OA Textbook**
- **NSF Broader Impacts**
  - Write Chapter
  - Develop digital collection

http://openstaxcollege.org/

Partner with the Library

STERLING C. EVANS LIBRARY

OFFICE OF SCHOLARLY COMMUNICATIONS

Dr. Bruce Herbert
Director

A&M | **LIBRARIES**
TEXAS A&M UNIVERSITY

PIVOT: Funding Database Available Through the Library

What is Pivot?

Pivot is a database of research funding opportunities provided to the TAMU community by the Texas A&M Libraries and the Vice Chancellor of Research. Pivot allows research administrators, research development professionals, and individual faculty members the ability to search and track the right research funding opportunities — based upon their research profile. This allows the tool to suggest funding opportunities likely to be of interest to the researcher.

Pivot is a tool that:
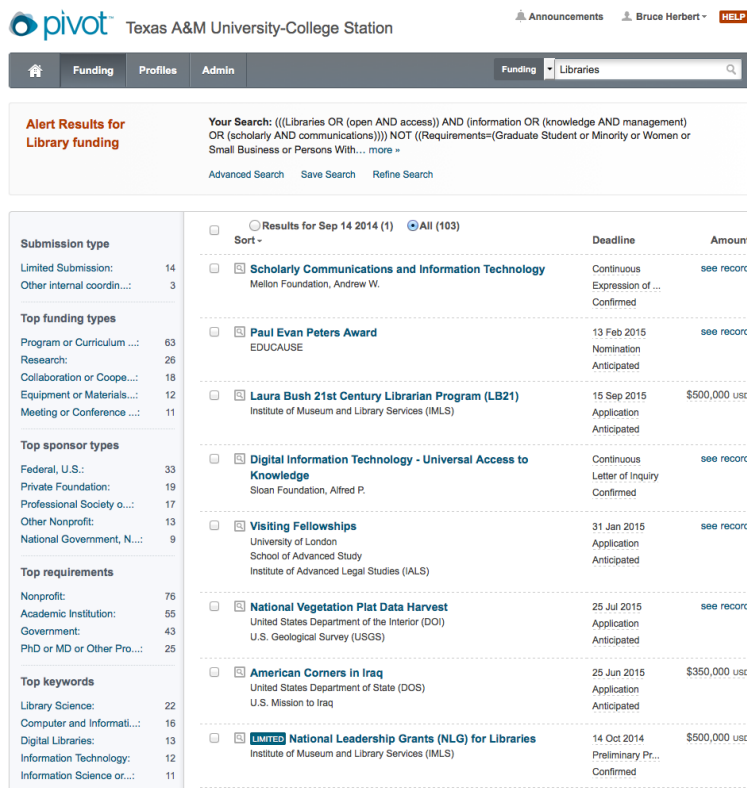
- Provides access to a comprehensive database of global source of funding opportunities

- Pushes search results automatically to researchers via periodic email. Search results are guided by researcher profiles including keywords of interests and expertise.

- Enhances communication, monitoring, and tracking amongst individual faculty, teams, or researchers and the Research Development office through group notification functions.

Using PIVOT

There are only a few steps to take advantage of the features of PIVOT.

1. Access PIVOT Through the Library Database Search Box: http://library.tamu.edu/

2. Login if you have an account. If not, then click Login Help to create an account. The Library provides access to this database to all Texas A&M faculty, staff, and students.

3. Claim and/or update your profile by clicking on your name once you have logged in. PIVOT has temporary profiles for most researchers associated with Texas A&M. Once claimed, update your profile by editing the keywords associated with your expertise and interests.

4. Consider adding an ORCID ID (www.orcid.org). This will allow your PIVOT profile to import many of your publications automatically. This improves the quality of funding searches.

5. Conduct a funding search. The advanced search allows you to add multiple search terms and exclude specific criteria. Save your search so that PIVOT can email you new search results once per week.

Download detailed instructions on setting up Pivot funding searches: http://hdl.handle.net/1969.1/154919

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STERLING C. EVANS LIBRARY

OFFICE OF SCHOLARLY COMMUNICATIONS

Dr. Bruce Herbert
Director

Office of Scholarly Communications Initiatives: Summary *Printed: 11/11/15*

The Office of Scholarly Communications seeks to meet these goals through coordinated and innovative programs that (i) bring about systemic change on campus; (ii) relies on an effective partnership with the campus and libraries communities; and (iii) designs and implements the tools, services and policies that make up our program using an iterative design process that draws from the best practices of program design1, and the organizational change frameworks of Bolman & Deal (2008)2 and Kezar & Eckel (2002)3.

Promoting Online Scholarly Identity

New, web-based tools and services are being developed that can enhance the visibility of faculty research, enrich their scholarly identity, and support the discovery of potential collaborators. These projects rely on creating unique identifiers for scholars, harvesting the metadata associated with their scholarly work, developing semantic web applications and databases, and providing campus outreach and training.

VIVO (Bruce Herbert): VIVO is a robust, open-source, semantic-web application that enables the discovery of research and scholarship across disciplines by providing standard research profiles for all university faculty and graduate students.

ORCID (ORCID Team): ORCIDs (http://orcid.org/) are persistent digital identifier that identifies scholars. ORCIDs support the integration of key research workflows such as manuscript and grant submission, supports automated linkages between a scholar and their professional activities ensuring that their work is recognized. The TAMU ORCID project is minting ORCIDs for graduate students, we expect to expand this program to post-docs and faculty in the future.

Scholarly Impact Metrics (Sarah Potvin): This is an emerging project that seeks to identify new and useful measures of scholarly reputation. The library is installing Plum Analytics (http://www.plumanalytics.com/). We have developed a short review of the effect of open access on citation rates. We are developing a program to support faculty going up for P&T.

Promoting Open Access

Texas A&M library is an active advocate of open access, believing that open access can help address both the *price barriers* and the *permission barriers* that undermine global access to the products of Texas A&M's scholarly and creative work, as well as helping alleviate the serious issue of providing TAMU scholars access to the world's scholarly literature due to rising subscription costs. The programs below seek to provide the tools and services that remove barriers to scholars publishing their scholarship as open access.

Open Access Week (Bruce Herbert): OSC coordinates the campus's celebration of Open Access Week each October with highly visible public programming including tabling events around campus; workshops and seminars; campus-wide announcements and mailings; and student-oriented contests.

OAKTrust (Robert McGeachin): OAKTrust is Texas A&M's institutional repository (http://oaktrust.library.tamu.edu). The institutional repository is built upon the DSpace and Vireo platforms. It

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[1] Funnell, S. C., and Rogers, P. J., 2011, Purposeful program theory : effective use of theories of change and logic models, San Francisco, CA, Jossey-Bass.

[2] Bolman, L. G., and Deal, T. E., 2008, Reframing organizations: Artistry, choice, and leadership. , San Francisco, CA, Jossey-Bass.

[3] Kezar, A., and Eckel, P., 2002, Examining the Institutional Transformation Process: The Importance of Sensemaking, Interrelated Strategies, and Balance: Research in Higher Education, 43(3): 295-328.

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serves as the primary tool for the curation of Texas A&M's electronic theses and dissertations (ETDs) and is an emerging platform for other types of Texas A&M's scholarly publications. The curation of all ETDs in the TAMU repository is mandated.

OAKFund (Eric Hartnett & Bruce Herbert): a fund for TAMU faculty authors to support publication fees for OA journals (http://scholarlycommunication.library.tamu.edu/oak-fund/). We are in the third year of the fund.

Texas FARMER & HathiTrust (Robert McGeachin): The Texas FARMER & HathiTrust project is focused on ingesting newly digitized TAMU agricultural publications (i.e. Experiment Station bulletins, Extension Service bulletins, Extension Service leaflets, and Extension Service circulars) into OAKTrust and HathiTrust. The project reports that all 1201 Experiment Station bulletins were ingested December of 2013. Approximately 5000 out of the total remaining 15000 documents have been digitized but not ingested into the repositories.

Open Access Textbook Project (Bruce Herbert): In collaboration with the Open Textbook Library Initiative at the University of Minnesota (http://open.umn.edu), this emerging project seeks to recruit faculty to attend local workshops that guide the review of available OA textbooks and convince the instructors to adopt an OA textbook for their class. The workshops have been designed. Partners are now being solicited on campus.

OAKSearch Project (Bruce Herbert): This project developed a new web-based search portal, called Open Access to Knowledge Search (OAKSearch; http://library.tamu.edu/oaksearch/), that bypasses the need for authentication and provides public access to a large collection of open access books, journals, and other scholarly documents. The pilot stage of this project is working with Roscoe ISD to support their STEM reform efforts.

Supporting New Forms of Digital Scholarship and Research Collaboration

Digital and networking technologies are prompting significant change and opportunity in the practices of scholars, particularly as they collaborate, the publication of their scholarship, and the scholarly communications process. The projects below seek to develop new tools, services and policies that take advantage of these opportunities to advance TAMU scholarship and its societal impact as well as develop the systems that allow TAMU researchers to meet emerging federal mandates for the public access to research (http://www.whitehouse.gov/blog/2013/02/22/expanding-public-access-results-federally-funded-research).

Digital Scholarship & Humanities (Sarah Potvin): Community building effort focused on developing an innovative DH+Lib partnership with the (emerging) campus DH community.

Digital Collections and Projects (Robert McGeachin & Sarah Potvin): Members of the OSC team provide support for digital collection-building, through metadata creation and mapping, consultation around digital projects and rights issues, and participation in cross-library teams and committees focused on instruction, rights, discovery, workflow creation, and preservation.

Digital Asset Management System (Sarah Potvin): Environmental scan of the needs and requirements for a digital asset management system by TAMU and Libraries communities. A pilot program has been started.

Texas Digital Library Data Repository (Bruce Herbert): A working group designing a TDL data repository that should meet emerging federal mandates for public access to research data funded by federal agencies.

Research Team Collaboration (Bruce Herbert): exploring the implementation of Hubzero (https://hubzero.org), a software platform for building Web-based collaboratories that support discovery, collaboration, and research data curation.

PIVOT Training (Bruce Herbert): Pivot is a database of research funding opportunities provided to the TAMU community by the Texas A&M Libraries and the Vice Chancellor of Research. Pivot allows research administrators, research development professionals, and individual faculty members the ability to search and track the right research funding opportunities — based upon their research profile. Download detailed instructions on setting up Pivot funding searches: http://hdl.handle.net/1969.1/154919.

1. Core Curriculum Technology Grant – deadline Noon Monday, November 30

2. Summer and Fall 2016 Schedules

3. Syllabus Updates
   a.   Honor Code
   b.   Disability Services
        The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit http://disability.tamu.edu.

   c.   Attendance and Late Work Policies

4. HIE Study Abroad application for funds – February 1, 2016

Links to Remember

Travel away from campus for all students, https://studentactivities.tamu.edu/app/form_travel**Upcoming Dates to Remember**

Change of Major for AGCJ, ALED, USAL – LED due March 10

Pre-Registration begins Nov. 12

Q-drop and Withdraw Deadline Nov. 20

AGCJ Workgroup Meeting December 3, 2:00 p.m., AGLS 266

Travel Request Form Deadlines

Domestic (30 days prior to trip):   e.g., travel January 1, 2016 due by December 1, 2015

International (60 days prior to trip):   e.g., travel February 1, 2016 due by December 1, 2015

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
10/26/15	11/9/15	11/25/15	12/3/15			1/26/16	2/15/16
11/30/15	12/14/15			1/22/16	2/5/16	2/15/16	3/14/16
1/4/16	1/11/16	1/28/16	2/4/16	2/19/16	3/4/16	3/14/16	4/11/16
1/25/16	2/8/16	2/25/16	3/3/16	3/18/16	4/1/16	4/11/16	5/9/16
2/29/16	3/14/16	3/24/16	3/31/16	4/22/16	5/6/16	5/9/16	6/13/16
3/28/16	4/11/16	4/28/16	5/5/16	5/20/16	6/3/16	6/13/16	7/11/16
4/25/16	5/9/16	5/26/16	6/2/16	6/17/16	7/1/16	7/11/16	8/8/16
5/31/16	6/13/16	6/23/16	6/30/16	7/22/16	8/5/16	8/8/16	9/12/16

The college's Undergraduate Program Council meets the first Thursday of each month. Agenda items are due the Thursday the week before the meeting. Dawn Kerstetter posts the agenda items prior to the meeting at http://agrilife.org/collegecouncils/gpc/upc/ .

The deadline for the 2016-17 Catalog will require items to have Faculty Senate approval by the December 2015 meeting. 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.

Graduate Program
Associate Head Report – November 11, 2015

1. Important Information and Dates & Deadlines
   a. There will be no Graduate Faculty meeting in December unless there is a need.
   b. Dr. Elliot has reviewed historical graduate course enrollment, and has proposed changes to the Graduate Course Rotation. The proposed changes were distributed at Monday's Graduate Faculty meeting and some edits were proposed. The updated rotation will be attached as part of the minutes of this meeting. In addition, the Five Year Graduate Program Course Rotation is sent out as part of the Graduate Faculty Meeting Minutes. This information is provided for all faculty to review as a planning document for teaching load and upcoming course offerings. It is suggested that faculty review these documents for accuracy each month.
   c. Pre-registration for Spring will officially open November 12.
   d. The last day to Q-drop is November 20.
   e. Spring 2016 Admission – Faculty review is closed and decisions have been determined. Decision letters have been mailed out.

2. AGSS Information
   a. AGSS is planning to put up a "Giving Tree" as a service opportunity for the department to engage with to help The Bridge Ministries.
   b. In addition, AGSS is planning a Christmas Party and would like to invite the Faculty and staff to join us.

3. Graduate Curriculum Committee meetings
   a. Chair, Gary Briers
   b. Purpose: Review all new course requests, and other proposed curriculum items.
   c. Committee meets on an as need basis.
   d. As part of this committee, the special meeting Dr. Pina scheduled with BUSH School faculty to exchange information about the international courses they offer went very well. The BUSH School faculty were excited to come and support the possibilities for both departments to collaborate/build relationships.

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 discussion to take place with CTE during the Fall Semester.

Upcoming Events/Dates
November 11 – Departmental mtg, 2:00 pm, AGLS 129
November 13 – TEI mtg, 11:00 am, AGLS 255
November 16-20 – ACTER/ACTE, New Orleans, LA
November 26-27 – Thanksgiving Holiday
December 10 – Departmental mtg – 8:15 am (breakfast at 7:45 am)
December 24-January 1, 2016 – Christmas Break