

MINUTES
Departmental Meeting
Thursday, October 22, 2015
2:15 p.m. -- 129 AGLS

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

Jamie announced that staff have planned a painting party in December. It will be on December 21st at 2:00 at Painting With A Twist. See **Attachment A** for details.

Debbie reported that there were shirts left over from an order and that if interested you could purchase the polos and button down shirts in her office.

Notes from Elliot (**see attachment B**)

Study Abroad Photo Reception was a huge success. Lots of traffic and interest.

Congratulations to Robert Strong. He was selected to serve on the Research Committee of the Faculty Senate. He has attended his first meeting and said there were three dominant themes/priorities: SRS overstaffing, MAESTRO next iteration, and IRB. He said he was the only social science faculty on the committee.

Debbie gave an update on Dr. Briers. He will have day surgery to fuse two disc tomorrow. She will send out an update after the procedure.

Dr. Elliot asked everyone to refer to the back of his notes. Three pictures of recent activities. First is of the first live broadcast of FUSION. He said that the Department has skirting, displays, give aways, etc. for anyone who needs them.

Second picture is of the 380 group getting ready to leave for Louisville. Marcus Hill with Ag Workers is hosting a dinner for them and others on Tuesday at the Convention.

Bottom pic is of the current cohort of the Vice Chancellor's AgriLife Advanced Leaders. Dr. Harlin is in this cohort. Drs. Rutherford and Ripley were in the first. October 29th is the deadline to apply for the next cohort. Drs. Harlin and Rutherford said it was a great experience, but a commitment of time. Great investment in your career. Prairie View has been added as a partner.

Faculty advisors were reminded that websites need to be reviewed and updated. Several are behind in current dates, etc. Perhaps we should just link to the student organization site.

OMEGA II (**See attachment C**) will meet on the TAMU campus in February 2016. It was started in 2006 by the National FFA with Drs. Elliot, Rudd, and Whittington. AAAE has reviewed and accepted a proposal to sponsor this. Participants will need lodging. Dr. Elliot said they would start with the AgriLife Leaders group first.

A proposal to the San Antonio Livestock Show and Rodeo was submitted this week. It is a \$1.5 million request for the Agricultural STEM Program.

Summer Odom recognized Kevin Andrews for being selected Bugler Call last week and to Tracy Rutherford for being a guest coach.

Busses were presented as follows:

Bring your bus/van/truck/wrecker:

- King to Briers
- Hanagriff to Keppler
- Boggus to Moore
- Odom to Beevers
- Vestal (next meeting)
- Stroud to Fulton
- Edney (next meeting)
- Dunsford and News Reporters (next meeting)
- Bauer (next meeting)

2. 2:30 – 2:35 IT Update/Search Strong

Dr. Strong reported that the committee has met and interviewed several candidates. The committee is moving as quickly as possible but will not rush with a decision. Dr. Murphy asked the group to let them know of any additional candidates.

Josh reported that he had been working on a book with details and instructions on the running of the IT office. He will leave it with the committee and Michael.
3. 2:35 - 2:40 Update on Alumni Relations/Development Kujawski

Virtual Board Meeting/Starr Reception

Jenna thanked everyone who attended the virtual board meeting.

Most updated total from the Starr scholarship endowment is \$28, 093. An endowment takes two years before it can be officially awarded. In order to award it immediately, contributions for a total of \$1,000 need to be made directly to the income side of the account. See Jenna to learn how to make this happen.
4. 2:40 – 2:45 AgriLife Advanced Leaders October 29th Deadline Harlin/Rutherford

See #1.
5. 2:45 – 3:00 Associate Head Reports Rutherford/Murphy/Cummings

Undergraduate: Dr. Rutherford announced that the Spring 2016 class schedules were up. She asked that all instructors check their classes to make sure one that it's there and that the time and location are correct. Any errors should be emailed to Kristina Beevers or Elke Aguilar. Registration starts on November 12th. A new scheduling program has been installed and being used by the advisors. It works with Outlook. Students need to go to the departmental advising page to schedule appointments. There were over 100 appointments last week.

Two newsletters are currently being used. Charlene sends out one each week to all students and Kristina sends one out with specific information for ag communications students.

The Scholarship Committee has remained intact for the last three years. Dr. Rutherford thanks the committee for serving. A new set of members has been selected: Dr. Harlin will serve as Chair, Charlene will serve as support, Edney for AGSC, Boyd for ALED, McKim for AGCJ, and M. Payne for EXT.

A new requisition form has been prepared and placed on the website. New groups have been added. This form will now be required for all food purchases. Staff will not be able to place orders without a completed, approved form. (See **Attachment D**).

Dr. Rutherford then passed out koozies and pens with the FUSION logo.

Graduate. (See Attachment E).

Dr. Elliot has reviewed graduate course enrollment and has proposed changes to the Graduate Course Rotation. Proposed changes will be distributed at the next Graduate Faculty meeting in November. Faculty will be given time to review.

Registration for Summer and Fall will start November 12. Last day to Q-drop is November 20. Last day for scheduling exams for non-thesis option is November 6.

Clarice will attend the National FFA Convention next week to recruit for the DAAD program and our graduate program.

Extension. Dr. Elliot welcomed Scott back after medical leave. Scott thanks everyone for keeping him in their thoughts and prayers.

Two grants: one for \$60,000 over three years. Overall budget was 1.3 million. The second one is 150,000 over two years. Scott Cummings is the PI for this one.

Reviewing Collegiate Link as a professional development system. Might have uses in ALEC also.

6. 3:00 – 3:05 Classroom Maintenance (132) Rutherford
Dr. Rutherford reminded everyone that 132 is not on the regular schedule to be cleaned. We have to maintain it. Make sure when you leave that the room is put back in place. Leave in rows, lecture style. Make sure projector is turned off. All food and trash should be removed at each of meeting.

Same for 255 and the first floor breakroom.

7. 3:05 – 3:10 Academic Program Review Elliot
ALEC is up for review in 2016-17. Starts Fall of '16. Work, however, starts now. Clarice will be the lead support. Elke and Debbie specifically, as well as the entire staff will assist.

First order of business is to identify a review team. A list of 8-10 nominees should be routed from Dr. Elliot. From this list the Provost will select the review team. List of potential reviewers is due to the Provost no later than December 11, 2015.

We need to make sure that the handbook is up to date.

Several inquiries were made as to whether the same team members could be used again. Dr. Elliot said Debbie would find out and let us know.

8.	3:10 – 3:30	Faculty Meeting • TA Placement	Elliot Wingenbach
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Travel Request Form Deadlines

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

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

Upcoming Events

October 26-30, National FFA Convention, Louisville, KY

November 16-20, ACTER/ACTE, New Orleans, LA

November 26-27, Thanksgiving Holiday

Upcoming Departmental Meetings

(All meetings in 129 AGLS)

November 11 @ 2:00 pm

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



*AN AFTERNOON
of
MERRY PAINTING*

Please join the ALEC Staff
for holiday painting,
appetizers and fun!

Monday, December 21st
at 2:00pm

Painting With a Twist
1643 Texas Ave. S.
College Station, TX
\$45.00 per person
Bring Your Own Beverage

RSVP to Jamie Norgaard
jnorgaard@tamu.edu

ALEC Departmental Meeting
October 22, 2015

1. Congratulations, Thank You, and Welcome
 - a. Congratulation to our Study Abroad Photo Contest Winners: **Demi Hofstetter (A&M Namibia Photojournalism & Cultural Pluralism in Agriculture)** – Looking into the Soul. Cultural Exposure Category; and **Grand Prize Winner Ellie Harpole (A&M Namibia Photojournalism & Cultural Pluralism in Agriculture)** – Reveille Bridges the Gap.
 - b. **Dr. Robert Strong** was chosen to serve on the Research Committee of the Faculty Senate.
 - c. **Dr. Tim Murphy** was selected as a recipient of the Southeastern Conference (SEC) Faculty Travel Grant Program Award.
 - d. **Dr. Barry Boyd** is now on the Disciplinary Appeals Panel.
 - e. **Dr. Erica Bobbitt** is going to attend the EntreLeadership conference in Oklahoma City this fall.
 - f. **Drs. J. Strong, R. Strong, Elbert, and Dooley** attended the International Leadership Association Global Conference in Barcelona, Spain recently.
2. Announcements
 - a. Dr. Briers is having back surgery tomorrow.
 - b. ALEC displays and table skirts – see photo on back side.
 - c. All faculty advisors please have your groups provide website update information, photos, officers, meeting times, etc. to Elke.
 - d. The International Degree Distance Delivery committee consisting of Drs. Murphrey, R. Strong, Harlin, Shackelford, and Bobbitt met with Clarice Fulton and Dr. Elliot to begin developing an ALEC response for addressing international master's degree seeking cohorts.
 - e. OMEGA II
 - i. February 15-19, 2016 @ Texas A&M University
 - ii. http://survey.az1.qualtrics.com/SE/?SID=SV_74J97D3OJwX3Y6F
 - iii. Participants will need housing with A&M personnel
 - iv. Deadline November 10, 2015
 - f. Meal and refreshment purchase
 - i. Use the purchase request form. This means you have a budget for the food.
 - g. AgriLife Advanced Leader Program is designed for the associate professor level.
 - i. Deadline October 29, 2015
 - ii. As most of you know, past ALEC participants were Drs. Rutherford and Ripley. Dr. Harlin is in the current cohort and just completed her last formal session, and her graduation is set for February 9, 2016.
3. Publications/Presentations
 - a. *Principles of Agriculture, Food, and Natural Resources*. Hardcover Text. **John S. Rayfield, Kasee L. Smith**, Travis D. Park, and D. Barry Croom. Goodheart-Willcox Publisher. 2017
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. Funding pending:
 - i. *Department of Agricultural Leadership, Education, and Communications (ALEC) Agricultural STEM Program*. San Antonio Livestock Show & Rodeo. \$1,500,000
2. Dutch treat lunch with Dr. E. – Contact Debbie King to schedule and leave a contact number (for rescheduling): November 4, 5, 6, 9, 10, 23, 24, 25; December 1, 2, 3, 4, 8, 9, 10, 11, 14, 15, 21, 22, 23.

Figure 1. ALEC pull-up displays include FAST, CFFA, ACT, Dr. Joe Fellow, and 2 Department displays. A study abroad display is in the works. We have many table skirts in various sizes. Jenna has giveaway items as do some ALEC groups. Currently, the displays and table skirts are kept in the AGSC storage room.



Figure 2. The 380 class will visit many agriculturally related businesses to and from the National FFA Convention in Louisville, KY. Kasee Smith and Adolfo Cadena are leading this High Impact Experience.

Figure 3. Dr. Harlin completed the 18-month AgriLife Advanced Leaders Program recently. Her graduation is in February. Past ALEC cohort members include Drs. Ripley and Rutherford. Drs. Cummings and Elliot serve on the Executive committee. October 29, is the deadline for cohort IV.





Sponsored by AAAE

Facilitated by:

Jack Elliot from Texas A&M University & representing the Western AAAE Region

Rick Rudd from Virginia Tech & representing the Southern AAAE Region

Susie Whittington from The Ohio State University & representing the North Central AAAE Region

Six Team Leaders (Mentors) selected from the first Omega Experience

Purpose: To improve the viability of agricultural education, leadership, communications, and extension within the university system.

Audience: Thirty agricultural education, leadership, communications, or extension faculty or Ph.D. candidates. In priority order: Untenured faculty with three years or less experience; Ph.D. students in final year of study; untenured faculty with four or more years of experience; and other faculty or Ph.D. students.

When: February 15-19, 2016 @ Texas A&M University, College Station, TX:

Goal: Determining individual **areas** for improvement, establishing goals, creating a working group with a mentor, and developing an action plan for implementation. The three main **areas** of focus are: pedagogical knowledge (including underlying foundational theories), skills and abilities; pre-service education; and viability of agricultural education, leadership, communications, or extension within the university system.

and

during the 7 months between the two sessions

Goal: Accomplishing individual and group goals as determined in the action plan (university credit may be available for Ph. D. students on an individual basis). Communicating with the working group will be facilitated by the mentor and will include e-mail, web-based programs, teleconferences, etc.

and

October 11-14, 2016 @ Virginia Tech University, Blacksburg, VA

Goal: Individual and group reporting and presenting results from the action plans. The reports and presentations are expected to be show case examples of premier educational delivery methods. Peer critiquing, mentoring and sharing of materials from all reports and presentations will be a key focus of this 4-day-long seminar. Ultimately, becoming a stronger more viable player within the university is the primary outcome of this ten-month agricultural education, leadership, communications, and extension enhancement experience.

Cost: Your OMEGA II program expenses include your travel to the two sites (Texas A&M and Virginia Tech), some incidentals, and a \$2,500.00 fee. AAAE is providing resources to support OMEGA II.

For questions about OMEGA II, please contact:

Jack Elliot – jelliot@tamu.edu

Rick Rudd – r Rudd@vt.edu

Susie Whittington – whittington.1@osu.edu



ALEC Purchase Order

Date: [Click here to enter a date.](#)

Purchaser:
[Click here to enter text.](#)

Program Area
[Choose an item.](#)

Account type:
[Choose an item.](#)
If other, please identify
[Click here to enter text.](#)

QTY	Category	Supplier	Description	UNIT PRICE	TOTAL
	Choose an item.			\$	\$

Please attach additional ordering information such as item pictures, order forms, Amazon cart, contact information for supplier, etc .

TOTAL \$

Requestor Signature _____

Associate Dept Head signature _____

Graduate Program
Associate Head Report – October 22, 2015

1. Important Information and Dates & Deadlines

- a. Upcoming Graduate Faculty meetings scheduled for November 9, 10:00 am, AGLS 129. December meeting scheduled if need.
- b. Dr. Elliot has reviewed graduate course enrollment and has proposed changes to the Graduate Course Rotation. The proposed changes will be distributed at the next Graduate Faculty meeting in November and faculty will be provided time to review.
- c. Spring 2016 Class Schedule – The class schedule is up live on the Howdy portal. Clarice is reviewing and some edits are still being addressed.
- d. Registration for Summer and Fall will open November 12.
- e. The last day to Q-drop is November 20.
- f. Spring 2016 Admission – Faculty are in the process of reviewing applicant files and may do so up until October 30. Decision letters will be mailed out by November 6.
- g. Last day to conduct exam for non-thesis option is November 6 to graduate this fall.
- h. Dr. Pina has been visiting with BUSH School faculty to exchange information about the international courses they offer. A special meeting has been scheduled for November 5, 9:30 am, AGLS 200, for the BUSH faculty to come and provide details about their courses. Clarice has sent a calendar appointment and we encourage all graduate faculty to come.

2. D@D Information

- a. Clarice will be attending the FFA Convention in Louisville, KY next week to recruit for D@D and ALEC programs.

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 discussion to take place with CTE during the Fall Semester.

Upcoming Events/Dates

October 26-30, National FFA Convention, Louisville, KY
November 5 – Information Exchange-BUSH School, 9:30 am, AGLS 200
November 9 – Graduate Faculty Mtg, 10:00 am, AGLS 129
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