

Agenda
Undergraduate Faculty Meeting
Monday, February 9, 2015, 3:00 p.m.
AGLS 129

1. Calendars

Calendars should be available to the person who is administratively responsible for faculty as noted below. The staff member needs to have access to view their faculty's calendar in order for the staff to do their job in a timely manner. It will be at the faculty member's discretion if the staff member will make appointments for individual faculty. It is the faculty member's responsibility to tell their staff how they would like appointments made (by the staff member or directly with the faculty). In case of a personal emergency, faculty will contact their staff member. The staff member will reschedule appointments as necessary after receiving notification.

Staff: **Aguilar**

Faculty: Pina, Wingenbach

Staff: **Boggus**

Faculty: Bobbitt, Boyd, Dunsford, Elbert, Ho, Leggette-Archer, McKim, Moore, Odom, Redwine, Rutherford (AGCJ), Stavinoha, J. Strong

Staff: **Fulton**

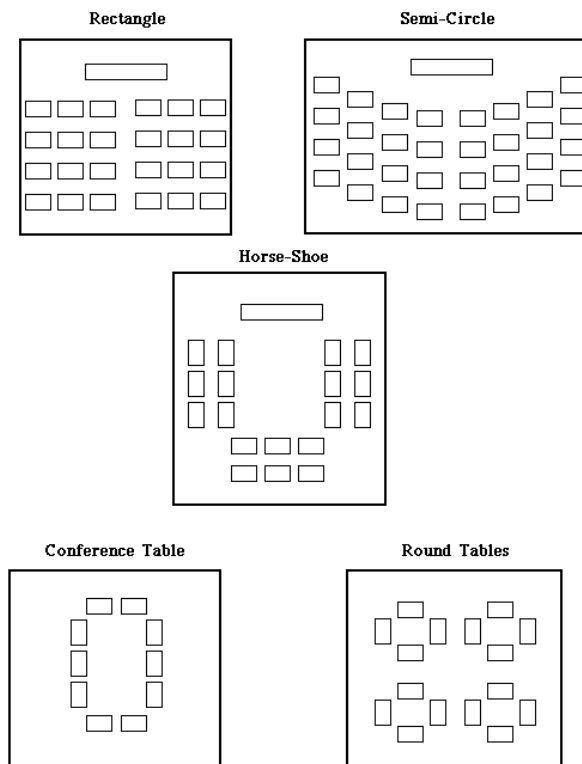
Faculty: Lindner, Murphrey, Murphy (Graduate), R. Strong

Staff: **Norgaard**

Faculty: Briers, Edney, Hancock, Hanagriff, Harlin, Murphy (AGSC), Rayfield, Rutherford (Undergrad admin),

2. 132 AGLS Configuration

The default configuration should be rectangle without the center aisle below. Projectors and smartboards should be turned off at the end of each class. 132 AGLS is not a university classroom, therefore, any equipment replacements are at the expense of ALEC's operating funds. To reconfigure the desks/chairs, it may be possible to put in a task request for student workers to reconfigure the room as needed before and after class.



3. 380 Courses – Curriculum committee approval, New form
The attached form should be submitted for approval by the workgroup then the ALEC UCC. 380's should only be offered 2 semesters before the workshop should be proposed as a 489.
380's will not be scheduled without workgroup and ALEC UCC approval.
4. Summer classes 2015
The college will be providing funding based on graduation time not class size. Rutherford worked with Sarah Ho and Dr. Deb to find out what courses need to be offered in summer to allow more students to graduate in August instead of December.
76% of our students are junior/seniors.
When we hear back from the college we will open up discussion about who's teaching what courses.
5. HIE – Assessment and funding
Ashley Stewart will be visiting with workgroups about HIE's. The college only recognized HIE's as study abroad, undergrad research, internship/field experience. We will continue to look at the student's perception of HIE's and look at ways to more accurately account for HIE's.
6. Extension Minor – Dromgoole lead
All paperwork has been turned into Dr. Deb. Required courses: 339, 441, and internship. Remaining 9 hours are electives from ALED and RPTS. The minor should be available in the Fall 16 catalog.
Graduate program has had conversations about a graduate certificate in Extension.
If a student is interested in the extension minor the student should visit with Darrell.

Links to Remember

Travel away from campus for all students

https://studentactivities.tamu.edu/app/form_travel

Upcoming Dates to Remember

Mid-semester grades due March 9

Pre-Registration begins April 9-24

Q-drop and Withdraw Deadline April 21

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel April 1, 2015 due by March 1, 2015
International (60 days prior to trip): e.g., travel May 1, 2015 due by March 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
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 college's Undergraduate Program Council meets the Thursday before the second Friday of each month. Agenda items are due the Thursday the week before the meeting. Theresa Nemec now posts agenda items on a website 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.

Therefore, items must be in to the department committee absolutely no later than the August 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.

Departmental Request: Workshop...Course

Please attach a course syllabus to the form.*

I request approval of the following Workshop course for the _____ term in the _____
(year)

Title: Workshop in _____

Program Area _____ ALEC _____ ALED _____ AGCJ _____ AGSC

Meeting Days:

Lecture: _____ Start Time: _____ Stop Time: _____ Bldg: _____ Room: _____

Lab: _____ Start Time: _____ Stop Time: _____ Bldg: _____ Room: _____

Number of hours a week: Lecture: _____ Laboratory: _____ Credit: _____

Description of course:

Prerequisite: _____

Instructor: _____

Has this workshop course been taught before? _____ Yes _____ No _____ If yes, how many times? _____

Indicate the number of students enrolled _____ and each academic period taught: _____

If a similar course is offered at the University, identify it by prefix and course number _____

Course justification as 380

*Attach a syllabus with a course outline of sufficient detail to permit an accurate evaluation of the course content. Indicate the lecture and laboratory periods, in one hour increments, that will be required to present the proposed subject matter. Include a list of books (and indicate authors), titles of scientific journals, or other resource materials. Also include the method by which students will be evaluated.

UCC Chair **Date**

Department Head **Date**

To be included in the **Schedule of Classes**, this request, using this form, must be submitted to the ALEC Undergrad Curriculum committee for each semester or summer term that a workshop course is to be taught. An approved copy of this form will be sent to the Department.

Reset

Undergraduate Faculty Meeting

February 9, 2015



Bobbitt, Erica



Boyd, Barry



Briers, Gary



Christiansen, James



Clement, Cathryn



Cummings, Scott



Dooley, Kim



Dromgoole, Darrell



Dunsford, Deb



Edney, Kirk



Elbert, Chanda



Elliot, Jack



Hanagriff, Roger



Hancock, J.P.



Hanagriff, Roger



Harlin, Julie



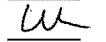
Ho, Sarah



Leggette-Archer, Holli



Lindner, Jimmy



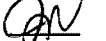
McKim, Billy



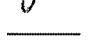
Moore, Lori



Murphrey, Theresa



Murphy, Tim



Norgaard, Jamie



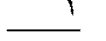
Odom, Summer



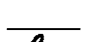
Piña, Manuel, Jr.



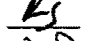
Rayfield, John



Redwine, Tobin



Rutherford, Tracy



Shinn, Glen



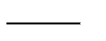
Stavinoha, Reid



Strong, Jennifer



Strong, Robert



Vestal, T. Andy



Wingenbach, Gary