

Agenda
Undergraduate Faculty Meeting
Thursday, September 15, 2016, 2:00 p.m.
AGLS 129

1. Syncplicity Folders for Program Minutes & related materials
 - a. Undergraduate materials are all in the Undergrad Program Minutes Syncplicity folder
 - b. Fillable grade change forms are available in the same Syncplicity folder. These forms must be turned into Charlene along with the faxed confirmation page for student files.

2. Study Abroad programs & promotions
 - a. May 2018 study abroad applications need to be turned into Dr. Rutherford and approved by the college by May 1.
 - b. The study abroad fee has gone up to \$400.00.
 - c. Please get with Dr. Wingenbach if you are interested in helping promote study abroads offered by ALEC. The COALS study abroad fair is 9/22/16 from 5pm-7pm in AGLS. The TAMU study abroad fair is 9/28/16 from 10am-2pm in Rudder Tower.

3. 399 Professional Development Course
 - a. A 399 professional development course could be a zero – 6 hour credit pass/fail course. This could be used for student leadership roles, seminars, or conferences students attend but do not have the hours available in their degree plan.
 - b. This course would also allow the department to create a section and attach a field trip fee but no tuition for a zero credit course.
 - c. This would be an alternative to help us track our students participating in HIE's other than study abroads and internships.
 - d. Dr. Rutherford is proposing this option to the faculty for consideration today and would like a decision by the faculty at the next Undergraduate Faculty Meeting to move forward or not.

4. Faculty workload compliance subcommittee
 - a. The subcommittee will be comprised of the program leaders: Darrell Dromgoole, Deb Dunsford, Tim Murphy, Jen Strong, and Gary Wingenbach.
 - b. Agenda items will include: adjunct pay, distance education fees, and summer teaching load, funding tied to study abroads may be decreasing and how it will be reflected in faculty workload.
 - c. Upcoming APR's will include each faculty member's agreed FY18 teaching load.

5. Active Shooter Training – Tuesday, October 25, 9:00am

6. FLSA and how it will impact our advisors
 - a. Beginning December 1, 2016, Academic Advisors in our department will be non-exempt employees. Be aware of when we are asking our advisors to work outside 8am-5pm. Study Abroad with an advisor travelling maybe impacted. Flexible scheduling will be offered. For more info visit: <http://agrilifeas.tamu.edu/fair-labor-standards-act-faqs/>

Attendees: Roger Hanagriff, Robert Strong, Deb Dunsford, Vidya Patil, Reid Stavinoha, Barry Boyd, Gary Wingenbach, Darrell Dromgoole, Gary Briers, Tim Murphy, Adolfo Cadena, Jamie Norgaard, Tracy Rutherford

Links to Remember

Travel away from campus for all students, https://studentactivities.tamu.edu/app/form_travel

Sponsored & Authorized Events Calendar, <https://stuactonline.tamu.edu/app/sponsauth/index>

Upcoming Dates to Remember

Search Committee training, September 26, 2-3:30, AGLS 301

AGCJ Workgroup Meeting, September 28, 4:00pm, AGLS 266

AGSC Workgroup Meeting, September 26, 11:30am, AGLS 200

ALED/USAL Workgroup Meeting, TBD

EXED Workgroup Meeting – October TBD

IDAG Workgroup Meeting – TBD

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel November 1, 2016 due by October 1, 2016

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

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
		7/25/16	8/4/16	8/19/16	9/2/16	9/12/16	10/10/16
		8/22/16	9/1/16	9/23/16	10/7/16	10/10/16	11/14/16
9/5/16	9/19/16	9/26/16	10/6/16	10/21/16	11/4/16	11/14/16	12/12/16
10/3/16	10/17/16	10/24/16	11/3/16	11/18/16	12/2/16	12/12/16	1/9/17
						1/9/17	1/13/17
10/31/16	11/14/16	11/21/16	12/1/16	1/20/17	2/3/17	2/13/17	3/13/17
11/28/16	12/12/16	12/19/16	1/5/17	2/17/17	3/3/17	3/13/17	4/10/17
1/2/17	1/16/17	1/23/17	2/2/17	3/24/17	4/7/17	4/10/17	5/8/17
1/27/17	2/13/17	2/20/17	3/2/17	4/21/17	5/5/17	5/8/17	6/12/17
3/6/17	3/20/17	3/27/17	4/6/17	5/19/17	6/2/17	6/12/17	7/10/17
4/3/17	4/17/17	4/24/17	5/4/17	6/23/17	7/7/17	7/10/17	8/14/17
5/1/17	5/15/17	5/22/17	6/1/17	7/21/17	8/4/17	8/14/17	9/11/17

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 2017-18 Catalog will require items to have Faculty Senate approval by the November 2016 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.