**AGCJ Program Area Minutes**

**September 28, 4 p.m. in AGLS 266**

Present: Dunsford, Leggette, McKim, Redwine and Beevers (did received input via email from Rutherford too)

1. PDC

Based on the dates and planning for the January 12-14 Professional development conference and the fall term grading requirements, AGCJ program area TAs should not plan on leaving town in December before Tuesday, 12/20 and should be back and ready to go to work by Monday, January 9, 2017.

The ACT PDC subcommittee is meeting Mondays at 6:30 p.m. in AGLS 132. Dunsford met with the group on 9/26 and the group divided into three working areas. Dunsford, Leggette and Rutherford will continue meeting with the group. Soft drinks and water have been ordered from the A&M/Pepsi request system and the draft is complete for the registration set up with Extension

1. FY 2018 teaching plans/faculty workload discussion

The AGCJ faculty recommends that the 9 credit-hour minimum be the expected standard for tenure-track faculty each fall or spring term. High Impact Experience or other adjustments to that figure should be negotiated between the faculty member and the department head on an individual basis with the resulting outcome of those negotiations communicated in a clear and timely manner to the rest of the tenure-track faculty.

Faculty members will each review what they taught in Summer/Fall/Spring of 2015/2016 and provide input to Dunsford to put together a calendar for the program area to review.

1. Review of AGCJ syllabuses (postponed until a later meeting)
2. Adding non-credit course to capture student high-impact experience information (postponed to a later meeting)
	1. See attached example for one approach
3. Revise exit interview questions (WEAVE) – Dunsford and McKim will work on this.

**Mostly for information**

* Rubric use for 481- WEAVE
	+ Dunsford and Leggette working on it
* Media Training
	+ No on Horseshoe Bay
	+ 4-H doing media training for this kids (7/21 – request to borrow equipment)
* Add Kristina to Ecampus for 281 and 481 to gather WEAVE Data