

**MINUTES**  
**Departmental Meeting**  
Monday, August 13, 2012, 2:00 p.m.  
129 AGLS

---

---

1. 2:00 – 2:15 Welcome/Announcements/Bus Recognition Elliot
- See Attachment A
- Dr. Elliot congratulated the group that attended the ALE Conference. Over twenty seven presentations were made.
- Tobin went over what the web committee is currently working on. He asked that faculty, staff, and students let him or one of the committee members know of news that should be posted. Two students have been hired to work on slides/articles. Sixteen to twenty new slides have been posted this summer.
- The Memorandum of Agreement with Prairie View A&M University is being fine tuned and should be finalized quickly.
- Drs. Odom and Murphrey have been awarded a \$11,200 ADVANCE Departmental Mini-Grant. The review committee reported it as one of the most innovative submitted. The interesting point about this award is that ALEC is not STEM designated. The ALEC award has plans to bring in five women faculty members as the full professor rank as mentors sharing their successes. All seminars will be electronic.
- Dr. Harlin reported that Aggie Bash 2012 in Amarillo was a great success. There was both a live and silent auction. Proceeds cover first year dues for new ag science teachers.
- Dr. Elliot announced that Rector Masanga from the Democratic Republic of the Congo and M'vita M'Bambi from Maine will be on campus next Tuesday. They are interested in discussing distance delivered doctoral programs. A bbq lunch at 11:30 in 129 AGLS is being planned and all are invited. A Skype connection with Texas Tech will be at 2:30 and a presentation by Linda Cleboski on "Borlaug African Programs" will be held at 3:30.
- IMS has launched a new web site: <http://www.myimsservices.com/>
- Buses were presented as follows: Tom Payne to Kevin Andrews; Samantha Alvis to Annie Specht; Billy McKim to Kenny Stroud, Roger Hanagriff to Vidya Patil, and Will Doss to Shannon Lawrence.
2. 2:15 – 2:20 Travel Policy and Deadlines Elliot
- The updated departmental travel policy was distributed (See Attachment B). Travelers were reminded that deadlines for submitting travel requests are posted on each meeting agenda. Deadlines are not being adhered to very closely. Dr. Elliot mentioned that there had been some vehicle rental problems lately, but that the problem was being worked on for better coordination.

3. 2:20 – 2:25      Concur: Receipt Requirement Changes      Gunnels  
Tanya went over some new changes on receipt requirements for personal meals. AgriLife currently requires receipts for all meals charged to individually named agency liability cards. Effective July 19, 2012, AgriLife will no longer require receipts for PERSONAL meals while in travel status except for any single meal over \$75 or if a contract or grant requires a receipt. All business meals, regardless of the form of payment require itemized receipts, sales tax disallowed, no alcohol purchases. Receipts are required for payments for excess baggage. Tanya also asked travelers to complete the survey at the end of their trip documentation. It will provide valuable information to the agency. Starting September 1, \$7.58 will be charged to the department for each expense report. We will try to consolidate reports as much as possible. Summer Odom asked if a leave form had to be submitted if no money was involved. Tanya said yes.
4. 2:25 – 2:30      AGSS      Andrews/Pannone  
Kevin Andrews had each graduate student at the meeting stand and introduce themselves as well as tell us who their major advisor would be.
- Reid Stavinoha, Jen Williams  
Lauren Bergin, TALL Program, Tracy Rutherford  
Sarah Ho, Summer Odom  
Travis Irby, Robert Strong  
Tobin Redwine, Tracy Rutherford  
Caroline Black, Tracy Rutherford  
Annie Specht, Tracy Rutherford and Deb Dunsford  
Megan McClure, Jen Williams  
Kevin Andrews, Scott Cummings  
Lindsey Latham, John Rayfield  
Shannon Lawrence, John Rayfield  
Jonathan Howell, Alvin Larke, Jr.  
Marcus Sodek, Alvin Larke, Jr.  
Will Doss, John Rayfield
- Back to School Bash is being planned. It will be held at Dr. Briers house. TBD.
- Other signature events are being planned and will be announced as soon as additional information is available.
5. 2:30 – 2:45      Other

**Travel Request Form Deadlines**

Domestic (30 days prior to trip):      e.g., travel September 1, 2012 due by August 1, 2012  
International (60 days prior to trip):      e.g., travel October 1, 2012 due by August 1, 2012

**Upcoming Events**

August 24, 2012	New Graduate Student Orientation
September 12	College Outstanding Awards Ceremony/New Faculty Introductions
September 21, 2012	Prospective Graduate Student Day
September 27-29	COADC Fall Meeting
September 29	College Tailgate
October 13	College Appreciation and Recognition Event
November 22-23	Thanksgiving Break
December 3	College Holiday Social
December 24-January 1	Holiday Break

**Future Departmental Meetings**

Monday, September 10 at 2:00 pm  
Tuesday, October 9 at 9:00 am  
Thursday, November 8 at 2:00 pm  
Wednesday, December 5 at 9:00 am

1. Congratulations:
  - a. To the ALEC web committee (**Bill, Elke, Clarice, Michelle, Vidya, Jamie, and Tobin**) for producing the best department news slides in the university.
  - b. Prairie View A&M MOA committee: **Drs. Elbert, Renchie, Larke, Lockett, Murphrey, and Cummings** - for completing the first official MOA that is designed to enhance and expand our relationship with Prairie View A&M.
  - c. Academic Excellence Award 2012-2013 from TAMU **Aparupa Chatterjee**.
  - d. **Drs. Odom and Murphrey** \$11,200 ADVANCE Departmental Mini-Grant Committee. It was one of the most innovative proposals received by the ADVANCE review committee.
  - e. **Dr. Jim Mazurkiewicz** nominated for Regents Fellow Service Award.
  - f. **Chris Bielecki**, incoming PhD student, has struck gold, again. **Chris** is the TAMU Diversity Fellowship student from Laredo, TX.
  - g. **Deb Dunsford** has been selected for the Flipping Your Course Institute which will take place August 13 - 17, 2012.
  - h. **Hollie Leggette** was awarded the Shirley Reynaud Duke Estate Scholarship for the 2012-2013 school year through the Scholarships and Financial Aid Office.
  - i. Last week, **Kevin Andrews** hosted approximately 70+ incoming graduate students from across Texas A&M University in his role as Director of Grad Camp 2012. Grad Camp 2012 is intended to share the core values of A&M with students, connect students to resources, and assist them in building relationships. **Sara Ho**, graduate assistant in ALEC, is serving as a counselor. **Kevin** is also presenting at the OGS new student orientation, a required event for all new graduate students.
  - j. **AGCJ 203 students, GTAs, and faculty** conducted a mock press conference for the TALL program.
  - k. **Andy Sosniak** is a recipient of a 2012-2013 Texas Association of Broadcasters scholarship.
  - l. ALEC doctoral student **Kevin Andrews** has been appointed to serve on four university level committees: University Design Review Board, Enterprise Information System Steering Committee, IDEA Faculty Evaluation System Pilot Committee, and Cain Hall Basement Remodeling Workgroup.
  - m. **Aggie Bash 2012** was held in Amarillo on July 31. Over \$3000 was raised to pay dues for 16 new aggie ag teachers who were present at the bash. Approximately 150 former students and guests attended the dinner, live and silent auction, and raffle.
  - n. **Drs. Murphy and Hanagriff** received the Texas FFA Association Honorary FFA Degree.
2. Announcements
  - a. Democratic Republic of the Congo (DRC) is sending a delegation to visit us on August 21.
    - i. Purpose: Discuss distance delivered doctoral programs.
    - ii. All are invited to the functions. The itinerary is currently being finalized.
  - b. Faculty are asked to keep their calendars up-to-date and their primary staff person informed.
  - c. IMS launched a new website: <http://www.myimsservices.com/>
  - d. **Dr. Elliot** was elected chair of the Borlaug Internal Advisory Board.
3. Publications/Presentations:
  - a. **Rutherford, T.** Perception Meets Reality: A Case Study of Faculty and Student Reflections of Participation in the 2011 World (AIAEE) Conference and Related Activities, accepted for publication in Journal of International Agriculture and Extension Education.
  - b. **McKim, B., Rayfield, J. Harlin, J. & Adams, A.** Stress Levels of Agricultural Science Cooperating Teachers and Student Teachers: A Repeated Measures Comparative Assessment. Journal of Career and Technical Education Research, In Press.
  - c. American Evaluation Association 2012 National Conference.
    - i. Poster Accepted: An Illustrated Institutional Review Board Human Subjects Informed Consent Form. **Andrews, K. & McKim, B.R.**
    - ii. Paper Accepted: Urban and Regional Plan Quality Evaluation: A Case Study of Two Texas Coastal Communities. **Andrews, K. Wade, H., & Cummings, S.**
    - iii. Presentation Accepted: Evaluation in the Most Complex of Ecologies: Urban and Regional Planning **Andrews, K.**
  - d. Association of Leadership Educators, Key West, FL. (2012, July)
    - i. **Williams, J., & Boyd, B. L.** Developing moral compasses. Concurrent session presentation.
    - ii. **Dawson, S. & Elbert, C.** Women of Color in Sororities' Communal Leadership: A Leadership Development Study.
    - iii. **Peek, C., Williams, J., & Boyd, B. L.** Honor codes: Do they perpetuate an ethical culture? Concurrent session presentation.

- iv. **Garza, J.** The Impact of CAOC, LMX Differtation & Moderating Effects of group efficacy on team performance during organizational change.
  - v. **Williams, J., Stavinoha, M. R., & McClure, M. E.** Celebrities and leadership: Engaging undergraduates in an experiential analysis. Poster presentation.
  - vi. **Perrott, J. & Elbert, C.** Ethical Leadership in 21<sup>st</sup> Century Education and Politics: How Do We Establish and Maintain it?
  - vii. **Walker, J.** Leadership Structure of Disaster Relief Organizations.
  - viii. **Gervais, S., Walther, P., & Williams, J.** Leadership soliloquies: Turning leadership analysis into an experiential activity. Concurrent session presentation.
  - ix. **Odom, S., Jarvis, H., Sandlin, M., & Peeks, C.** Students' Perceptions of Social Media Use in Leadership Courses.
  - x. **Rucker, J. K., & Williams, J.** Changes in attitudes: Promoting the value of leadership majors, minors, and classes. Roundtable presentation.
  - xi. Ahrens, C., Ross, A., **Gervais, S.** & Rucker, K. Leadership Education: A Candid Conversation Among Undergraduate Students, Graduate Students, and Faculty Members.
  - xii. **Benson, J., & Williams, J.** Team learning and leadership: An undergraduate's insider view. Poster presentation.
  - xiii. **Sandlin, M., Moore, L., Strong, R., & Lindner, J.** Infusing Culture into Leadership Education.
  - xiv. **Williams, J.** Using Second Life to experience Myers-Briggs. Poster presentation.
  - xv. **Odom, S., Sandlin, M., Andenoro, T., & Strong, R.** Use of Innovative Social Media Tools in Leadership Courses.
  - xvi. **Sandlin, M., Odom, S., Lockett, L., & Place, A.** Veterans' Perceptions of Current Leadership Education and Suggestions for the Future at a Land-Grant University.
  - xvii. **Ho, S.** Academic Advisor = Servant Leader?
  - xviii. **Odom, S., Moore, L., & Place, A.** Defining the Field of Leadership Education: Helping Students Make Meaning of Their Leadership Degree.
  - xix. **Place, A., Benson, J., & Peek, C.** Peer Recruiters: Transforming Leadership Theory into Practice.
  - xx. **Moore, L. & Place, A.** Letters from Leaders: Reflecting on the Past and Writing for the Future.
  - xxi. **Hall, J. & Jackson, D.** Perceptions of Leadership: The Reality of Developing Leadership Skills in Youth.
  - xxii. **Rucker, K. & Williams, J.** Epic Fail: Using "Bad" Leaders for "Good" Classroom Discussion.
  - xxiii. **Moore, L. & Lewis, L.** Using Aha! Moments to Understand Leadership Theory.
  - xxiv. **Strong, R., Wynn, J., Irby, T., & Lindner, J.** The Association between Students' Leadership Style and Level of Self-Directed Learning.
  - xxv. **Moore, K., Odom, S., & Moore, L.** What a degree in leadership really means: Exploring student perceptions.
  - xxvi. **Williams, J. & Boyd, B.** From Concept Map to Logic Model: Implications for Program Evaluation and the Practice of Leadership Development.
  - xxvii. **Ho, S.** Respect in the Leadership Classroom.
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. Grants submitted:
      - i. **Drs. Elbert, Odom, Strong, and Lindner** (& Elliot) - Modernizing Agricultural Education and Training Systems - \$574,637 TAMU portion over 5 years.
    - f. Grants funded:
      - i. TEA Educational Excellence project FY 13 funded for \$325,000 **Drs. Edney, Rayfield, Harlin, Elliot, and Moore.**
      - ii. Advanced Plant & Soil Science FY 13 funded for \$100,000 **Drs. Larke, Briers, Murphy, Edney, and Elliot.**
      - iii. Millennium Challenge Project for Mongolia potential funding \$260,000 **Dr. Edney.**
      - iv. \$456,891 Funded YDI Project, Texas Healthy Adolescent Initiative Evaluation. Duerden, M., Edwards, M., Outley, C., **Rayfield, J. & Witt, P.**
  5. Dutch treat lunch with Dr. E. -
    - a. Contact Debbie King to schedule and leave a contact number (for rescheduling): August 23, 24, 29, 30, 31; September 4, 7, 19, 21, 28; October 2, 3, 5, 8, 11, 12, 16, 17, 18, 19

## ALEC FY '13 Travel Policy\*

8/13/2012

ALEC's FY '13 travel policy leverages reduced and limited financial resources for professional travel. This policy is in effect and will remain in effect until September 1, 2013 when the FY '14 policy will be implemented.

Faculty are provided individual budgets which identify their resources (start up, salary savings, IDC, award funds, grants, allocations, etc.).

When possible, ALEC will provide resources that enhance group travel (e.g., vehicles for travel to a conference). Group travel proposals are to be made to the Department Head at least 40 days prior to an event.

Travel on grant dollars (or designated travel accounts e.g., AGSC student teaching supervision) is up to the discretion of the PIs and/or responsible faculty members.

Account information for your travel is required on the travel request form prior to submission. Work with Kenny to utilize the most appropriate account.

Travel requests are due:

30 days prior for domestic travel

60 days prior for international travel

\*This policy will be adjusted if/as the current budget situation changes.

Jack Elliot, Department Head