

**MINUTES**  
**Departmental Meeting**  
Monday, March 17<sup>th</sup>, 10:00 a.m.  
113 AGLS

1. 10:00 – 10:20 Welcome/Announcements/Bus Recognition Elliot  
See Attachment A.

ALEC spring advisory and development board meetings will be this Thursday afternoon.

Congratulations to Dr. Chanda Elbert for receiving the Faculty Women's Progress Award.

Please make time on your calendars to join us this Wednesday afternoon in the AgriLife Center – from 2 to 5. Chris Bielecki is the featured photographer for the Student Media Grants Showcase.

Congratulations to Dr. McKim for having a Fish Camp named for him and Dr. Williams for having a transfer camp named after her!

Department Head Report –

- Dr. Elliot announced that as a result of last October's meeting with the development board, the plans for a STEM lab are on the fast track. One of the options is a site at the corner of 21 and Texas – this side of the Coop – 10 acres.
- Dr. Hussey made an appearance at the meeting with Blinn faculty.
- Met with Marcus Hill – he is initiating a Study Abroad Scholarship for AGSC students.
- No additional information on RPTS student who made threats. Flyer was distributed with picture and warning to remain cautious and observant. Campus security will be brought in for a workshop if needed.

Bus awarding was as follows:

- Pope to Weber and M. Payne
- Norgaard tow truck to King
- Norgaard short bus to Patil
- Norgaard van to Josh and Chris
- Redwine to Andrews

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|----|---------------|--|----------------|
| 2. | 10:20 – 10:30 | Undergraduate Report<br>Catalog information has been submitted. Still time for edits/additions/deletions. Let Jamie know.<br><br>Maymester deadline is April 15.   | Rutherford     |
| 3. | 10:30 – 10:40 | Graduate Report<br>See Attachment B. Clarice presented the graduate program report.  | Murphy         |
| 4. | 10:40 – 10:50 | Extension Report<br>See Attachment C which is updated from last month.   | Cummings       |
| 5. | 10:50 – 11:00 | Social Media/Web Updates<br>Hannah Miller reported that all numbers were listed on Dr. Elliot's report (See Attachment A).<br><br>Bill Cochran reported that the new website was up and running. Minor problems – easy fixes. He thanked the web committee for their hard work.  | Miller/Cochran |
| 6. | 11:00 – 11:10 | ALEC Strategic Plan<br>Current plan expires this year. This update will be for 2015 to 2019. Debbie is point person for edits. Plan is broken down into four sections – research, teaching, scholarship engagement and organizational development. Dr. Elliot passed around a sheet to sign up in one of the four groups for review/editing. Drafts are to be brought to the April meeting. Debbie will make sure that all faculty not at meeting receive notice about signing up. | Elliot         |
| 7. | 11:10 – 11:30 | Faculty Meeting  | Elliot         |

#### **Travel Request Form Deadlines**

Domestic (30 days prior to trip): e.g., travel April 1, 2014 due by March 1, 2014  
International (60 days prior to trip): e.g., travel May 1, 2014 due by March 1, 2014

#### **Upcoming Events**

March 20, 1-5, Spring Virtual Internal Advisory Board Meeting  
April 11, ALEC Awards Reception, 2:00 p.m. – AgriLife Center  
April 27 – May 1 AIAEE, Miami, (Abstracts/posters due by November 1)  
May 20-23, National AAAE. Snowbird, UT (Abstracts/posters due by February 28)  
June 25-28 NACTA, Montana State University, Bozeman, (Abstracts due March 20)  
July 13-16 ALE, San Antonio, (Proposals due March 2)

#### **Future Departmental Meetings**

Thursday, April 17 @ 2:00 p.m. (Dr. Dugas attending)  
Wednesday, May 7 @ 8:30 (breakfast at 7:45 to 8:30) (new date)

ALEC: March 17, 2014  
Happy St. Patrick's Day

1. Congratulation, Announcements, and Thank You:
  - a. Please welcome back **Debbie King**.
  - b. March 20 1-5 p.m. ALEC spring board meeting.
  - c. April 11 scholarship reception in the afternoon.
  - d. **Dr. Chanda Elbert** for the Faculty Women's Progress Award.
  - e. **Chris Bielecki** was selected to be one of two students representing Texas A&M during the USDA Centennial Symposium when Dr. Borlaug's statue will be unveiled in the U.S. Capitol.
  - f. Congratulations **Dr. Williams!** You have been selected as a Namesake for Transfer Camp 2014!
  - g. **ACT** received \$500 from the COADC Student Organization Proposal Program.
  - h. **Aggie Reps** were also successful from the COADC Student Organization Proposal Program.
  - i. **Dr. Wingenbach** and **Chris Bielecki** led a Guatemala Study Abroad during spring break.
  - j. **Dr. Leggette** was selected to attend the Roadmap for a Successful Academic Career Workshop.
  - k. **Drs. Lindner, Dooley, & Strong** traveled to Trinidad as part of their USDA joint project with Florida.
  - l. DH meeting report
    - i. The Tom Hargrove family will be here on April 11 for the inaugural awarding of the first scholarship.
    - ii. Met with the president (and other administrators) of Blinn concerning the Agricultural STEM Integration Laboratory. Our Interim TAMU President joined the meeting. A shared services building may result from this meeting.
    - iii. Submitted an Exceptional Item proposal to AgriLife Research.
    - iv. Met with Marcus Hill (Study Abroad scholarship established) and Bucky Lamb (corporate meetings established).
    - v. Spent part of a day at Rodeo Austin with **Dr. McKim, David Walther**, and our amazing students who were conducting marketing analysis interviews and observations.
    - vi. Met with the Texas Agricultural Education leadership, Barney McClure, Ron Whitson, Aaron Alejandro, and Tom Maynard to share with them the Agricultural STEM Integration Laboratory update.
    - vii. Led the Vice Chancellor's AgriLife Advance Leaders Cohort II for a week-long experience in DC March 3-7. Took the TAMU DC Interns to dinner last week.
    - viii. Provided Dr. Dugas with an ALEC update. He will attend our next meeting.
    - ix. Finished all Faculty APRs except one.
  - m. Social Media Highlights - **Hannah Miller**
    - i. Facebook: Followers: 1038 (increased 60 followers)  
Post Goals: Content at least 1-2x day, department created photo content a week 1 -3x, question a week that requires feedback 1-2x, and either video or trivia once a week.  
Engagement Goals: Have likes on every post, comments on every photo, and answers to the weekly question or trivia. Aim to create more content that could be "shared" to try and bolster more page likes.
    - ii. Twitter: Followers: 44 (Increased 39 followers)  
Post Goals: Original content 1x day, Retweets (RT) 2-3x's  
Engagement: In this beginning process we will only post department created content and re-tweet Texas A&M twitter accounts. This account is growing slowly as we are working on creating a "voice" for the department and a rapport with students on Twitter.
    - iii. LinkedIn: Members: 194 (increased 24 members)  
Post Goals: 3x a week  
Engagement Goals: Ask professor, faculty, and staff to become involved in conversations on LinkedIn. Ask new members to introduce themselves and share their professional goals.

2. Publications/Presentations
  - a. **David Walther** submitted an abstract to present a poster during TAMU's Student Research Week in late March. The poster is titled Snakebite - An Occupational Disease for Agricultural Workers: Development of a Prevention Strategy Using a Media Campaign.
  - b. **Lori Costello** submitted a poster abstract for both National AAAE and Student Research Week titled "Guiding the writing process with intermittent feedback".
  - c. **Jolene Kollman** (lead author), **Hannah Miller** and **Lori Costello** had a poster abstract accepted for presentation at the 2014 Universality of Global Education Issues Conference, Friday, February 28, at The Woodlands Center in The Woodlands, Texas. The title of the poster was "Cross Cultural Awareness with the Use of Second Life".
3. 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. Submitted
    - i. 8 Neuhaus-Shepardson faculty development grants were submitted.
4. Dutch treat lunch with Dr. E. - Contact Debbie King to schedule and leave a contact number (for rescheduling): March 24, 25, 26, 31; April 2, 4, 8, 9, 14, 15, 18, 21, 22; May 6, 9, 12, 13, 14, 26, 27, 28, 30; June 3, 4, 6, 9, 10, 11, 13, 16, 17, 18, 20, 23.

**Graduate Program**  
**Associate Head Report – March 17, 2014, 10:00 a.m.**

1. Important Information - Dates & Deadlines

- a. Third round of summer and fall 2014 Course schedules were submitted Friday, March 7. We will still be able to submit edits, add/delete late requests before pre-registration will open in April.
- b. February review for Admission for summer or fall 2014 has ended. 31 admit; 3 deny. Letters will go out this week.
- c. Currently, applications are being submitted to meet the June 1 deadline.
- d. Next Graduate Faculty meeting – will be June (date TBA). To review June application materials.
- e. Awards and Fellowship deadlines
  - i. OGAPS Montgomery Graduate Endowed Fellowship – deadline to submit nomination materials to Dr. Murphy is tomorrow.
- f. ALEC Awards Reception – April 11, 2014, 2:00 p.m.
  - i. Graduate Student Awards – We encourage graduate faculty to begin thinking of students to elect for the Outstanding Masters and Doctoral students and Outstanding D@D student. Clarice will circulate an email to graduate faculty by the end of this week to collect information.
  - ii. Encourage your students to attend!
- g. Prospective Graduate Student Day – March 21, 2014.
- h. Final Exams/Defenses deadlines – Last day to schedule non-thesis final exams – April 11.
- i. ALEC Graduation – May 10, 7:00 p.m.
- j. Pre-registration will open April 10.

2. D@D Information

- a. The Proposal for a PhD at a distance. ALEC faculty voted not to pursue offering a Ph.D. at a Distance – with or without Texas Tech University.
- b. Cohort 5 and 6 will be attending NAERC in Utah in May. Clarice will be circulating an email soon to joint faculty to confirm/collect the number of attendees to the conference.

3. Graduate Curriculum Committee meetings

- a. Chair, Gary Briers
- b. Purpose: Review all new course requests, Special Topics requests (689), and other proposed curriculum items
- c. Meets on an as needed basis

4. Graduate Curriculum Sub-Committee established October 2013

- a. Chair, Billy McKim
- b. Purpose: Evaluate/review the ALEC graduate research sequence and current advising documents for each program
- c. Report findings back to the Graduate Faculty for approval
- d. Committee has met once and individual faculty meetings have taken place and will continue. Plan to schedule full committee meeting soon.

## **ALEC Extension Programs Status Report**

**February 2014**

### **Important Activities and Dates**

- April 8-10, 2014 - School for Local Government HR Professionals (VG Young)
- April 14-17, 2014 – AgriLife Extension Program Excellence Academy I & II (OD)
- April 22-25, 2014 – West Texas County Judges & Commissioners Association Conference (VG Young)
- May 5-9, 2014 – County Commissioner Leadership Academy Washington DC Trip (VG Young)
- May 12-15, 2014 – North & East County Judges & Commissioners Association Conference (VG Young)
- June 9-12, 2014 – South Texas County Judges & Commissioners Association Conference (VG Young)
- July 7-11, 2014 – Texas A&M AgriLife Extension Service ExtensionU Summer Session (OD)
- August 13-14, 2014 – County Commissioner Leadership Academy Final Session (VG Young)

### **Notable Initiatives**

- Redevelopment of TExAS (Extension accountability system)
- Development of TexasInfo Visualization and Report System
- Development of TexasResources (online educational resource catalog and inventory system)
- Release of National Extension and Research Data and Impact System
- Development of public portal for National Extension and Research Impact System
- Implementation of the Texas A&M AgriLife Extension Service ExtensionU employee development effort
- Proposal to allow for variable planning process for county programs
- County Improvement Program – creation of joint fellowship program for county government