

MINUTES

Departmental Meeting

Thursday, November 8, 2012, 2:00 p.m.

129 AGLS

1. 2:00 – 2:20

Welcome/Announcements/Bus Recognition

Elliot

Dr. Rutherford introduced Christine Arnold, the newest member of the undergraduate academic advising team. She received her Master of Education from ALEC in 2006 and has an undergraduate degree in Poultry Science. Christine will be the primary adviser for USAL-Leadership while also supporting ALED and AGCJ. She will be coordinating course and room scheduling for all undergraduate courses in cooperation with Clarice Fulton and teaching one ALED course each semester. She received the President's Award for Academic Advising.

Scott Cummings introduced Curtis Krajca, Software Engineer IV. He is adloc'ed to IT but housed in ALEC.

(Attachment A). Congratulations to Jonathan Howell, Tobin Redwine, and Landry Lockett for their participation at the 2012 ZUTSA Academic Advising Conference in San Antonio.

Congratulations to Drs. Harlin and Briers for a very successful weekend as part of AggieFest Saturday. Thanks also to FAST members for their assistance. Over 1500 high school students participated.

ALEC took a group to the District 1, Area 3 Leadership Development Event which was held in Franklin.

Welcome back to Drs. McKim, Odom, Moore and Dunsford after their recent road trip with multiple stops and tours.

Reminder that APR input is due at an earlier date this year – January 11. All compliance load information has been pdf'd on the intranet site. AIMS is up and ready. Input anytime – then update before January 18.

Doc@Distance group will meet on campus December 11 and 12. Tech is bringing all faculty with them. Agendas and invitations will be distributed shortly – please attend all sessions possible. There are three Face to Face meetings each year.

Dr. Elliot has the RFP for Ukulima Farms if you would like to review it. Proposals are due December 17. There will be a planning meeting on November 19 at 10:00 a.m. in Room 266 with Dr. Lunt.

Dr. Elliot thanked everyone for their work on the Policy on Tenure and Promotion, Post Tenure, and Appointment document. He will review it this weekend. It will then move forward or go back to committee with concerns or questions. Dr. Elliot asked Debbie to send out the latest copy to all faculty this afternoon.

Nina Crutchfield, Lauren Lewis, John Rayfield, and Chaney Mosley all presented at the NASAE meeting in Indianapolis. Dr. Elliot said this was a great way to get information out to all fifty states immediately.

Faculty need to remember that if you get funding for months 11 and 12, that starting with 13 it will be salary savings.

For travel and purchases you should bring your individual budget with you to Kenny so that an account can be determined. Any other purchases, not from your budget must come through Tim Murphy, Tracy Rutherford, Scott Cummings or Jack Elliot. Operations funds do not carry over. These funds can, however, be used for graduate assistant funding, travel, and equipment.

University will hire 24 new top faculty. COALS will get seven of these positions. At the last department heads meeting the call was made for top notch candidates. Demographics are tight. There is \$10 million startup. They are looking for someone who has ties with government or business or industry. This person must be willing to be active faculty for at least a couple of years. Possible candidates are due to the VC by the 19th. Possible names are Leroy Shafer, Miley Gonzalez. All names of interest should be sent to Dr. Elliot with background information by next week. Dr. McKim recommended Don Dillman.

Bus distribution:

Sodek to King
Howell to Kari Moore
Rutherford to McKim
Norgaard to Michelle Payne
McKim to Sandlin/Black/and Leggette
Elliot to Rayfield and Lockett families

Congratulations to Jimmy Mazurkiewicz. He will receive the same award that Dr. Vestal won a couple of years ago, a Regents Professor.

2. 2:20 – 2:25 New Development Program Coordinator Elliot

A new position, Program Coordinator for Alumni Relations and Development will be opened to receive applications this afternoon. This is a pilot position for the college. Initial run will be for two years minimum. This person will not be making actual visits. Starting date is January 1. Full time position. We are looking for an individual who is young, dynamic, self-starter. Please contact anyone you think might be interested. (Attachment B)

3. 2:25 – 2:30 Awards Committee Elliot/Moore/Murphrey

Drs. Moore and Murphrey are part of the team launching a new approach on award nominations. Our new work study, Naasira, is working with them on a database to use with nominations. She will be contacting faculty to gather information. One database will identify faculty, staff and students who have received awards, what the award was, when it was received, etc. The second database will be a listing of all known awards with nomination information and dates. A more systematic, proactive approach is being developed. They also hope to develop a file with past successful nominations to be used in developing new packets.

4. 2:30 – 2:35 Web Committee Cochran/Redwine

Bill Cochran discussed that the web site is being redesigned with a 3-click strategy being planned. Main focus will be an easy navigation system. Plans are for an

undergraduate class to assist with a usability study. The course list will be moved off site since it is available on the TAMU site.

Tobin Redwine updated us on social media. Seventy new news items have been downloaded. Facebook, one new item per week. 150 view each item so far. Molly continued to do a remarkable job.

5. 2:35 – 2:40 AGSS Andrews/Pannone
No report this month.
6. 2:40 – 3:30 Undergraduate Faculty Meeting Rutherford
Kari Moore, ALEC Peer Advisor, talked about an upcoming fundraiser. Raffle tickets are being sold in 216 AGLS or from any Peer Advisor. \$10 for 21 tickets or \$1 each. (See attachment C for raffle items). She also told the group a little about what peer advisors responsibilities are. They staff the front reception desk and direct traffic as well as greeting visitors. They get no direct funding, but do get several small grants.

Undergraduate faculty meetings will be scheduled either right before monthly graduate faculty meeting or right after departmental meetings.

Still battling breaking down silos/workgroups and finding a different way of operating. Problem seems to be lack of structure (See attachment D). Each group has to have a program leader. Underlined areas on the attachment have been updated.

The Compass user list is being modified. Rutherford and King will review the current list. There was no space for the new advisor on several of the lists that she really needs. Transfer and readmits will be two areas trimmed down.

Again, referring to Attachment D, Dr. Rutherford went through each category: support staff/academic advisers/program coordinators and associate department head for job responsibilities.

Several examples were given. COE needs to know one name to contact for AgSc Certification. TA assignment recommendations need to go to Murphy from one person.

These group meetings need to be held once a month. They should be open to all faculty.

Do we want to go back to using the term “workgroup?” Would Program Coordinator work? McKim suggested it to be Point of Contact (POC). The group was in favor of that name. Odom expressed concern that this position came with a lot of responsibility and anyone taking the job on needed to know that. Feedback should be sent to Dr. Rutherford by next Friday. A POC needs to be decided for each group by the next meeting.

Travel Request Form Deadlines

Domestic (30 days prior to trip): e.g., travel December 1, 2012 due by November 1, 2012
International (60 days prior to trip): e.g., travel January 1, 2013 due by November 1, 2012

Upcoming Events

November 22-23, Thanksgiving Break
December 3, College Holiday Social
December 5, 8:00 a.m., Holiday Breakfast, 129 AGLS
December 7, Secret Santa
Holiday Lunch and Movie, TBD
December 11-12, Doc At A Distance Seminar
December 14, Commencement at 9:00 a.m. for COALS
December 24-January 1, Holiday Break

Future Departmental Meetings

December 5, Wednesday, 9:00 am
January 9, Wednesday, 9:00 am, AgriLife Conference
February 12, Tuesday, 2:00 pm
March 7, Thursday, 9:00 am
April 2, Tuesday, 2:00 pm
May 6, Monday, 9:00 am

ALEC: November 8, 2012

1. Congratulations and Welcome:
 - a. **Christine Arnold** - academic advisor II
 - b. **Curtis Krajca** - Software Engineer IV
 - c. **Jonathan Howell, Tobin Redwine, and Landry Lockett** spoke at the 2012 UTSA Academic Advising Conference in San Antonio. Breakout session title was: "High-Impact Experiences for Academic Advisors."
 - d. 1500 students were on campus Saturday for AggieFest - **Drs. Harlin and Briers** and the **FAST** group were heavily involved.
 - e. **The ALEC department** took a delegation to the District 1 Area 3 Leadership Development Event held at Franklin High School. 35 undergraduate students, 10 graduate students, 5 faculty members, and two members of the COALS Career Center staff judged and facilitated the leadership development events.
 - f. Almost 50 Aggies took a road trip to Indianapolis with **Drs. McKim, Odom, Moore & Dunsford**.
2. Announcements:
 - a. **APR - 2012**
 - i. **Input completed by January 11**
 - ii. **Edits completed by January 18**
 - b. Doc@Distance - December 11 & 12
 - c. Program Coordinator for Alumni Relations and Development Initiatives position - open now
 - d. Ukulima Farm proposals due December 17.
 - i. Interested faculty need to inform **Dr. Elliot** (even if you can't attend the first planning meeting)
 - ii. Planning meeting November 19, 9:00 - 10:00 a.m. AGLS 266
 - e. Thank you to faculty for working on the "Policy on Tenure and Promotion, Post Tenure, and Appointment.
 - f. Thank you for volunteering to be AED coordinators: **Marcus Sodek, Barry Boyd, Bill Cochran, Charlene Boggus, Landry Lockett and Robert Strong**
3. Publications/Presentations:
 - a. **Odom, S. F., Jarvis, H., Sandlin, M. R., & Peek, C.** (in press). Social media tools in the leadership classroom: students' perceptions of use. *Journal of Leadership Education*.
 - b. **Strong, R., Wynn, J. T., Irby, T. L., & Lindner, J. R.** (in-press). Students' leadership style and self-directed learning level: A correlational study. *Journal of Agricultural Education*.
 - c. **Strong, R.** (2012). Improving loan distribution to farmers: Informational needs of Mexican banks. *Journal of International Agricultural Extension Education*, 19(3), 1-13. doi: 10.5191/JIAEE/2012.19306
 - d. **Irby, T. L., Wynn, J. T., & Strong, R.** (2012). A descriptive evaluation of agricultural education eLearning courses: Students' perspectives. *NACTA*, 56(3), 70-76.
 - e. Bielamowicz, M.C.K., **Pope, P.** and Rice, C.A. 2013. Sustaining a Creative Community-Based Diabetes Education Program: Motivating Texans with Type 2 Diabetes to Do Well with Diabetes Control. *Journal of American Association of Diabetes Educators -- The Diabetes Educator*, Vol.39, No.1.
 - f. "Perspectives of 2012 Future Leaders," Association for International Agriculture & Rural Development, AIARD Newsletter, 2012 September Edition - **Samantha Alvis**

- g. Presented at the NASAE meetings in Indianapolis:
 - i. **Nina Crutchfield** - "Why Ag Teachers Stay in the Classroom"
 - ii. **Lauren Lewis** and **John Rayfield** - "Student Knowledge and Perceptions of SAE"
 - iii. **Chaney Mosley** - "Students and Agricultural Advocacy"
- 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. Submitted:
 - i. "Building New Programs in Invention, Innovation and Entrepreneurship in Food Security" - **Robert Strong**
 - ii. Leadership Education for Academic Development in Career and Technical Education (LEAD - CTE) submitted to IES (U.S. Department of Education), \$1,499,449. **McKim, Hanagriff, Odom, Moore, Harlin, Briers, Murphy, and Elliot.**
 - iii. Knowledge, Skills, and Abilities Required for Youth Leadership Educators . **Barry Boyd**
 - iv. Developing Students? Intercultural Sensitivities and Critical Thinking Skills through Synthetic-based, Cross-cultural Experiences. **Gary Wingenbach**
 - v. Leadership and Art: Exploring New Ways To Teach Leadership. **Jen Williams**
 - vi. AgCert@TAMU Program Plan - **John Rayfield** and **Robert Strong**
- 5. Dutch treat lunch with Dr. E. -
 - a. Contact Debbie King to schedule and leave a contact number (for rescheduling): November 20, 27; December 4, 18, 19, 20, 21

General Description: Coordinates and oversees the planning, development and implementation of the ALEC Alumni-Relations and Development Initiative program.

Typical: Designs and implements activities and initiatives to facilitate program goals including an ALEC Alumni Council and Development Advisory Board; plans and implements program events such as meetings and workshops; develops and oversees project timelines; responds to inquiries regarding program offerings; coordinates program communications and marketing; assists the Department Head as an ALEC liaison with the AgriLife Development office and the Texas A&M Foundation; may assist in research grant and funding opportunities; and assist in proposal preparation, submission and reporting; compiles and analyzes program statistics; assists in the maintenance of program records and databases; with the Department Head and the AgriLife Development Office, establishes program benchmarks and goals; assists with the identification of prospective donors and connects potential supporters with the AgriLife Development Office and the Texas A&M Foundation; coordinates departmental stewardship efforts; involves appropriate ALEC personnel on program activities and initiatives; performs other duties as assigned.

SUPERVISION

Received: General instruction and periodic review from department head through assistant to the department head.

Given: May provide general instruction and regular review to nonclassified, classified and student staff members.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree or any equivalent combination of training and experience. Three years of administrative or equivalent experience.

Preferred: Bachelor's degree. Four or more years of administrative experience

LICENSES, CERTIFICATES OR REGISTRATION

Required: None

Preferred: None

EQUIPMENT

Typical: Working knowledge of standard office equipment, microcomputers and mainframe environments.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Excellent oral and written communication skills. Ability to use word processing, spreadsheet and database programs. Excellent organizational and planning skills and abilities.

ALEC PEER ADVISORS FUNDRAISER
RAFFLE TICKETS AVAILABLE IN AGLS RM. 216 OR FROM ANY PEER ADVISOR
\$10 FOR 21 TICKETS OR \$1 EACH



NOVEMBER 9 DRAWING FOR \$1500
WORTH OF GIFT CERTIFICATES & ITEMS

Workgroup reorganization report, generated 9/16/11

Support staff:

1. Schedule student appointments with faculty and advisers – include name, UIN, contact information, and reason for appointment.
2. Schedule major monthly meetings, prepare agenda in cooperation with program coordinator, and attends to record minutes
3. Database maintenance
4. Coordinate student awards
5. Request/manage excuse letters
6. Email listserv for student announcements
7. Field phone calls from parents-always a call back, not a direct transfer to advisers or faculty.
8. Schedule annual retreats for program areas

Academic advisers:

1. Primary contact for undergraduate academic advising
2. Execute degree audits
3. Manage athlete schedule certification
4. Facilitate review of internal and external applications
5. Review and report readmit decisions
6. Compass access – course forces, 485 & 494 enrollment, change of major
7. Process internship applications
8. Develop and execute advising and high impact experience assessments

Program Point of Contact:

1. Facilitate course schedule reviews (class offerings, class meeting times, faculty teaching, room requests)
2. Develop annual program budget in cooperation with faculty
3. Manage certification requirements and paperwork
4. Submit TA assignment requests to Associate Head for Graduate programs
5. Meeting facilitator – generate agenda in conjunction with faculty for monthly meetings, provides meeting minutes to Associate Head for Undergraduate programs
6. First point of contact for all information requests for program area
7. Coordinate WEAVEonline reporting in cooperation with Associate Head for Undergraduate programs
8. Point of contact for proposals, issues, questions, signatures involving the program area

Associate Department Head for Undergraduate Programs:

1. Annually review IEEF with program areas
2. Annually report IEEF, field trip fees, funds appropriated for undergraduate programs
3. Monitor and report teaching compliance/FTE
4. Problem students - probation contracts, dismissal letters, appeals
5. Facilitate at least one departmental teaching meeting per semester
6. Attend at least one program area meeting per semester
7. Oversight of WEAVEonline reporting
8. Manage communication with the Dean's office as appropriate for undergraduate programs
9. Signature authority on purchase requests related to undergraduate budgets
10. Signature authority on academic-related paperwork for undergraduate programs (grade changes, MOAs, etc.)