

**MINUTES**  
**Departmental Meeting**  
**Thursday, December 10, 2015**  
**7:45 a.m. Breakfast in 129 AGLS**  
**Meeting at 8:15 a.m.**

1. 7:45 – 8:15 Breakfast
2. 8:15 – 8:30 Welcome/Announcements/Bus Recognition Elliot  
**(Attachment A)**

Congratulations to Dr. Jen Strong upon being awarded the 2015 United States Department of Agriculture Food and Agriculture Sciences Excellence in Teaching Award in the “New Teacher” category on November 15<sup>th</sup> in Indianapolis, IN. Previous recipients are Julie Harlin, Tracy Rutherford, and Jack Elliot. Dr. Elliot was the first to receive the award from the University of Arizona.

We are receiving great feedback with FUSION going live. Thanks to Dr. McKim for his great work on getting the program up and running.

Drs. Redwine, Leggette, Bobbitt, and Odom as well as Kasee Smith have been selected to the second OMEGA cohort. 30 participants from across the country will be on campus February 16-19. The Vice Chancellor will sponsor the first evening dinner in the AgriLife Center. Mentors are Barry Croom from Oregon State, Anna Ball from Missouri, Tracy Irani from Florida, Shannon Washburn from Kansas State, Rama Radhakrishn from Pennsylvania, and Matt Baker from Texas. Facilitators are Dr. Rick Rudd from Virginia, Susie Whittington from Ohio and Jack Elliot from Texas. Support coordinator is Elke Aguilar.

APR update. Still some glitches in the system, but Tyler Wieghat is working with Tim Murphy on them. See #2 on Attachment A for additional details.

Starr event was excellent. Attended by students, friends, colleagues and family. Scholarship was awarded by Mr. Leroy Shafer.

See **Attachment B** for AgriCorps Crowdrise Campaign flyer.

Years of Service Award Pin was presented to Dr. Tim Murphy for 20 years.

ALEC 380 Presentation. Kasee Smith introduced Ashely Lewis, Andrea Tello, Hannah Hubbard and Courtney Wilson. They were one of the teams enrolled in ALEC 380 this semester. They used a power point to take us on the trip. One of the highlights was dinner with Marcus Hill from Ag Workers. He has already made reservations for next year at St. Elmos for next year.

Bus/Van/Truck/Wrecker:

- Briers
- Dunsford and Kujawski to Prather & Homeyer
- Murphrey to Fulton
- Cadena
- Smith to Hanagriff
- Kujawski to Homeyer
- Turner to Stavinoha
- Bauer
- Payne, M

2. 8:30 – 8:40 Update on Alumni Relations/Development Kujawski  
Both Boards are full with 12 on each board. Jim Jennings and Steven Lastovica are the two most recent additions.

Both Boards will be on campus April 7 and 8. While here they will attend the annual Awards Reception and also would be available to guest speak in classes.

Jenna has block ATM stickers if you need them.

The Web Committee will no longer meet on a regular basis – but as needed.

3. 8:40 – 8:50 ALEC Academic Program Review Elliot/King  
April 2-5, 2017

4. 8:50 – 9:00 IT Search Update and Social Media Report Strong/Homeyer  
Fourteen applications were reviewed. Three candidates were interviewed on December 9. One candidate was identified as being a good fit for the position. Dr. Elliot is approaching that candidate with an offer.

Megan Homeyer distributed a handout (**Attachment D**) showing activity on our sites. She is still looking for content submissions. Videos do better than word or link. Cell phone videos are perfectly acceptable.

5. 9:00 – 9:15 Associate Head Reports Rutherford/Murphy/Cummings  
**Undergraduate – Rutherford (Attachment E)**  
Problems with schedules. Remember to verify your time, location, and # of seats. 65% of room capacity is needed or room will be cancelled.

Remember that all 289, 380, and 489 courses must be submitted to the curriculum committee for approval. Odom is the chair of that committee.

Dr. Elliot announced that summer funds will be available this summer. No budget or process for requesting funds is available at this point.

If you are being paid to teach a course – you must teach it – not a teaching assistant.

Syllabus update. All those submitted were hit for not having the correct URL Honor Code and not having the updated ADA statement.

Study Abroad due date is February 1. Application is on our website.

Remember that all requests for food purchase has to have an approved form before it can be ordered.

**Graduate – Murphy (Attachment F)**. No graduate faculty meeting this month. Registration will close on December 17<sup>th</sup> at 5:00 p.m. for the Winter Break and reopen on January 4<sup>th</sup>. Final grades for degree candidates are due on December 17<sup>th</sup> at 6:00 p.m. COALS/ALEC commencement is December 18<sup>th</sup> at 9:00 a.m.

Valerie McKee announced the new AGSS officers for the Spring. Kelby McCorkle is President, Megan Homeyer is Vice President, Katlin Keppler is Secretary and Justin Walker is Treasurer. Dr. Elliot thanked Valerie for her service this semester.

Valerie also thanked everyone who helped with The Bridge Ministries Christmas Tree. There are still a few ornaments to be claimed on the tree.

**Extension – Shackelford (Attachment G).** Dr. Shackelford announced that 105 new agents were trained recently. There are 570 total agents in Texas so this brings a whole new group in.

**OTHER**

David Turner thanks everyone for help with the recent Peer Advisor Food Drive. Food has been delivered. He hopes the group will have additional service opportunities in the future.

**Travel Request Form Deadlines**

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

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

**Upcoming Events**

SAAS, February 5-9, 2016

OMEGA II, February 16-19, 2016

AIAEE, April 4-9, 2016

ALEC APR, April 2-5, 2017

**Upcoming Departmental Meetings**

**(All meetings in 129 AGLS)**

January 11 @ 9:00 am

February 11 @ 2:00 pm

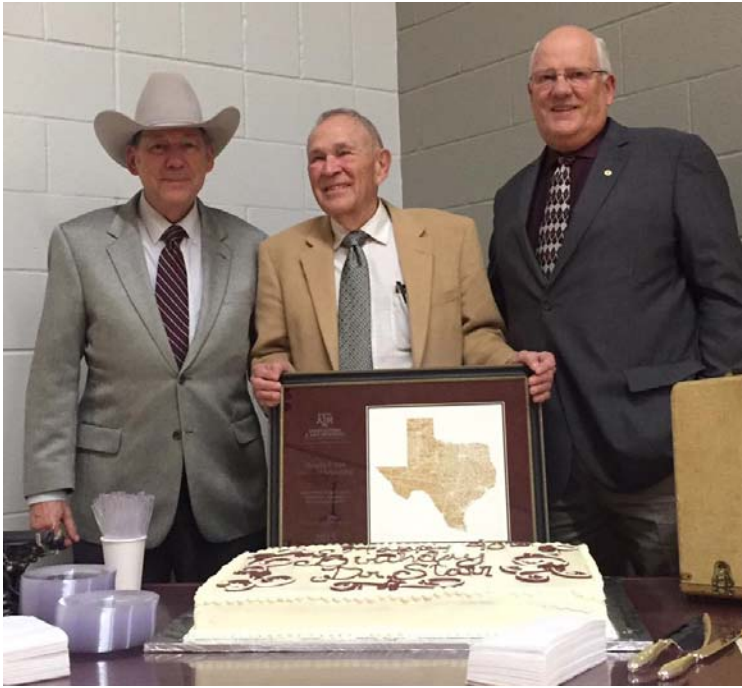
March 9 @ 9:00 am

April 12 @ 2:00 pm

May 11 @ 9:00 am

ALEC Departmental Meeting  
December 10, 2015

1. Congratulations, Thank You, and Welcome
  - a. Congratulations to **Paul Pope** and **Dr. Scott Cummings** for being part of the team that won the Texas A&M AgriLife Extension Superior Service Awards – Team Category: Texas Well Owner Network; and to **Dr. Darrell Dromgoole** for being part of the team that won in the Diversity Category: Roscoe Collegiate 4-H Program
  - b. Congratulations to **Drs. Redwine, Leggette, Bobbitt, and Odom**, and **Ms. Kasee Smith** on being selected to the second OMEGA cohort.
    - i. Purpose: To improve the viability of agricultural education, leadership, communications, and extension within the university system.
    - ii. 30 participants from across the country will be in College Station from February 16-19 working with 6 mentors: Barry Croom (Oregon State), Anna Ball (Missouri), Tracy Irani (Florida), Shannon Washburn (K-State), Rama Radhakrishna (Penn State), and Matt Baker (Texas Tech).
    - iii. Drs. Rick Rudd (Virginia Tech), Susie Whittington (Ohio State), and **Jack Elliot** are the OMEGA II facilitators.
    - iv. Elke Aguilar is the OMEGA II coordinator.
  - c. See the back side of this page.
2. 2015 APR
  - a. Before the end of the semester, I am asking all faculty to schedule a 5 minute appointment with Tanya to verify your grant and funding balances.
  - b. In addition, please log into the Merit Self Report site during November or December to ensure that you have access to your data.
  - c. Due to our administration moving their review of our department to January (they started this in 2013), **your input into our data base must be completed by January 11** and **any edits must be made by January 18** (our Department report is due January 20).
  - d. Elke, Clarice, and Tanya are getting up-to-date with their input (although there will be additional information that they enter between now and January 11).
  - e. Tyler Wieghat is monitoring the site.
  - f. As has been our operational procedure the past five years, merit decisions (if there is merit this year) will be made once the edits are done on January 18.
  - g. Therefore, please ensure that your entries are reflective of your 2015 efforts.
  - h. Faculty APR meetings will be scheduled starting February 10.
3. Elliot's Development Visits
  - a. 11/30 Jim Jennings, Amarillo
  - b. 11/30 Galen Chandler, Amarillo
  - c. 12/08 Stephen and Sandra Lastovica, Temple
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. Funded:
    - i. *Neuhaus-Shepardson Faculty Development Grant*. Tim Murphy. \$2,000
    - ii. *Neuhaus-Shepardson Faculty Development Grant*. Jennifer Strong. \$2,000
5. Dutch treat lunch with Dr. E. – Contact Debbie King to schedule and leave a contact number (for rescheduling): December 10, 11, 14, 15, 21, & 22; January 11, 12, 14, 15, 19, 21, 22, 25, 26, & 27



A few weeks ago, we were able to pull off one of the biggest surprises EVER -- honoring Dr. Douglas Perret Starr with an endowed scholarship in his name at a surprise 90th birthday party celebration. Hundreds of former students, friends, colleagues and family kept the secret for months by silently contributing to the scholarship and making plans to be in Aggieland on Nov. 13.

Congratulations to Dr. Jen Strong on receiving a 2015 United States Department of Agriculture Food and Agriculture Sciences Excellence in Teaching Award in the “New Teacher” category on November 15 in Indianapolis, IN. A \$2,000 award is designed to support and strengthen instructional programs.



It may be just the DJ’s voice you hear on the radio, but it’s also what happens behind the scenes – from sales and marketing, to programming, promotions and engineering – that makes the radio industry a dynamic and exciting field to enter, says Texas A&M University Professor Billy McKim, whose radio program offers cutting-edge broadcast education.

Housed in the Department of Agricultural Leadership, Education and Communications (ALEC), the radio program is open to all majors and provides a level of real-world experience that, says McKim, is invaluable to help students break into the competitive broadcast industry.





Greetings from Ghana!

I wanted to give a quick update about AgriCorps' [CrowdRise campaign](#). With just over a week to go, 63 donors have given \$10,565, so thank you for generously supporting the creation of 4-H and Future Farmer chapters, as well as food security through sustainable agricultural education!

But now, thanks to a generous donor, your gifts go even further, with **every donation matched up to our \$30,000 goal through December 17**. If you've already donated, congratulations! Your generosity has been doubled. If you've been waiting, now is the perfect time to support AgriCorps with your tax-deductible donation at [www.crowdrise.com/supportanACM](http://www.crowdrise.com/supportanACM).

Your \$10 gift is now like \$20 and supports two agriscience classes, and your doubled \$50 donation now supports training for local teachers:

**Thanks for supporting AgriCorps! Check out what great work your donation can support:**

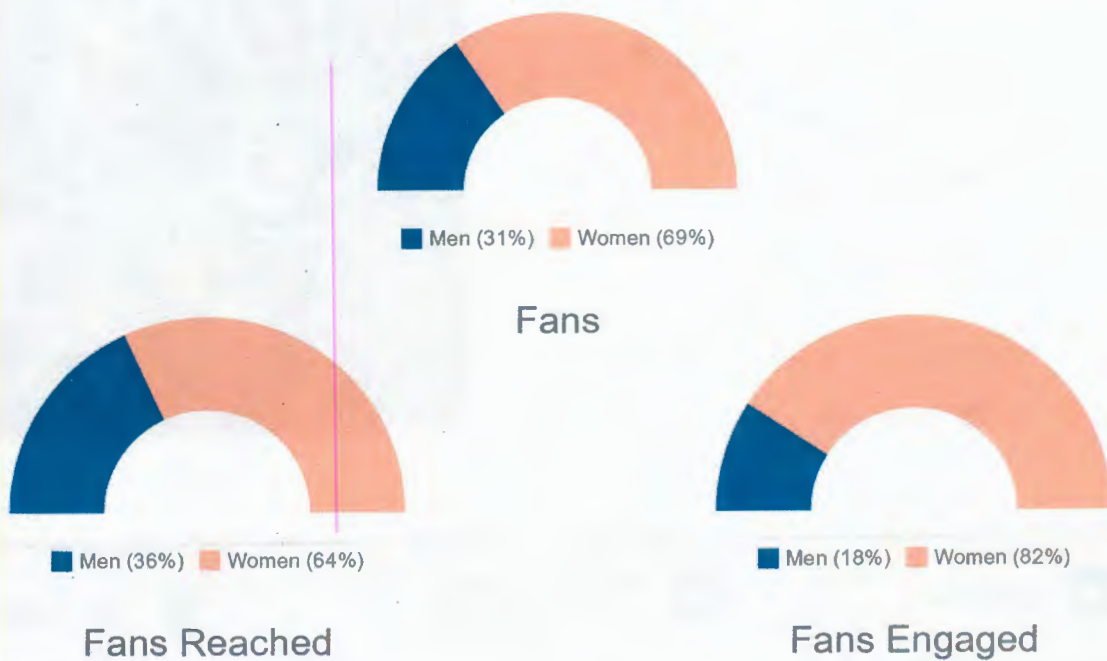
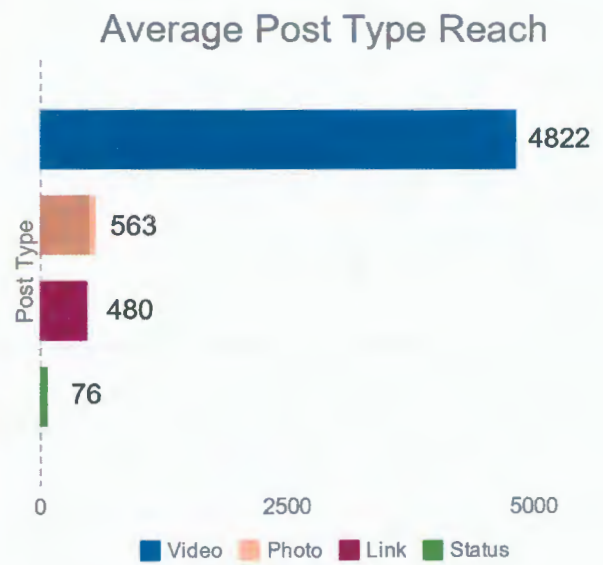
\$10	One agriscience class
\$25	One 4-H/Future Farmers meeting
\$100	Community teacher training
\$150	4-H/Future Farmers officer leadership camp
\$350	Weekend training for local farmers
\$500	Livestock enterprise project
\$1,000	School garden enterprise project
\$5,000	Crop science enterprise for a season
\$30,000	Support an ACM for a year

John Romo, an Agricultural Education former student, was inducted as "Nkosuohene", a sub-chief title part of the customary Akan chieftaincy in Adarkwa, Ghana. Thanks again, and happy holidays!



# ALEC Social Media

## Facebook

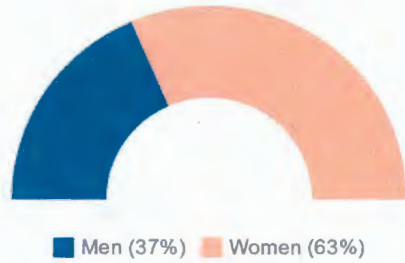


# Twitter

Total Twitter Followers

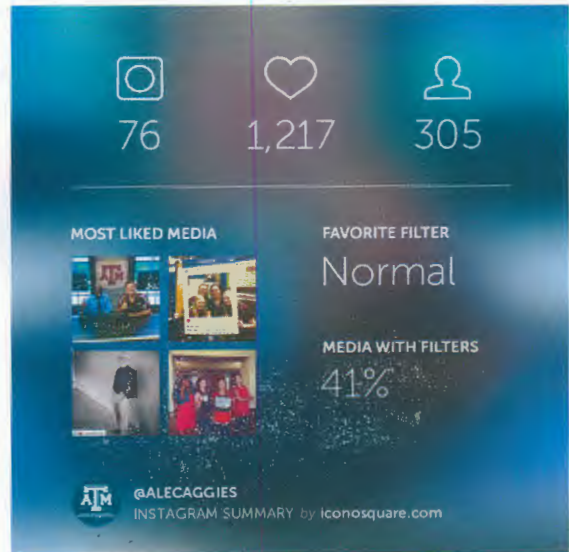
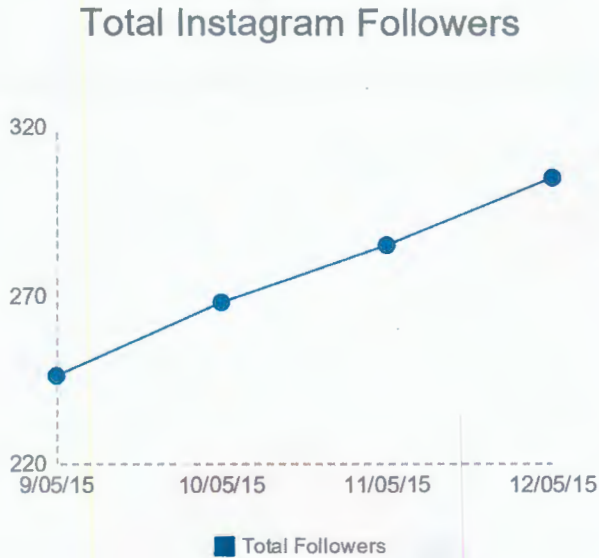


Twitter Followers



# Instagram

Total Instagram Followers

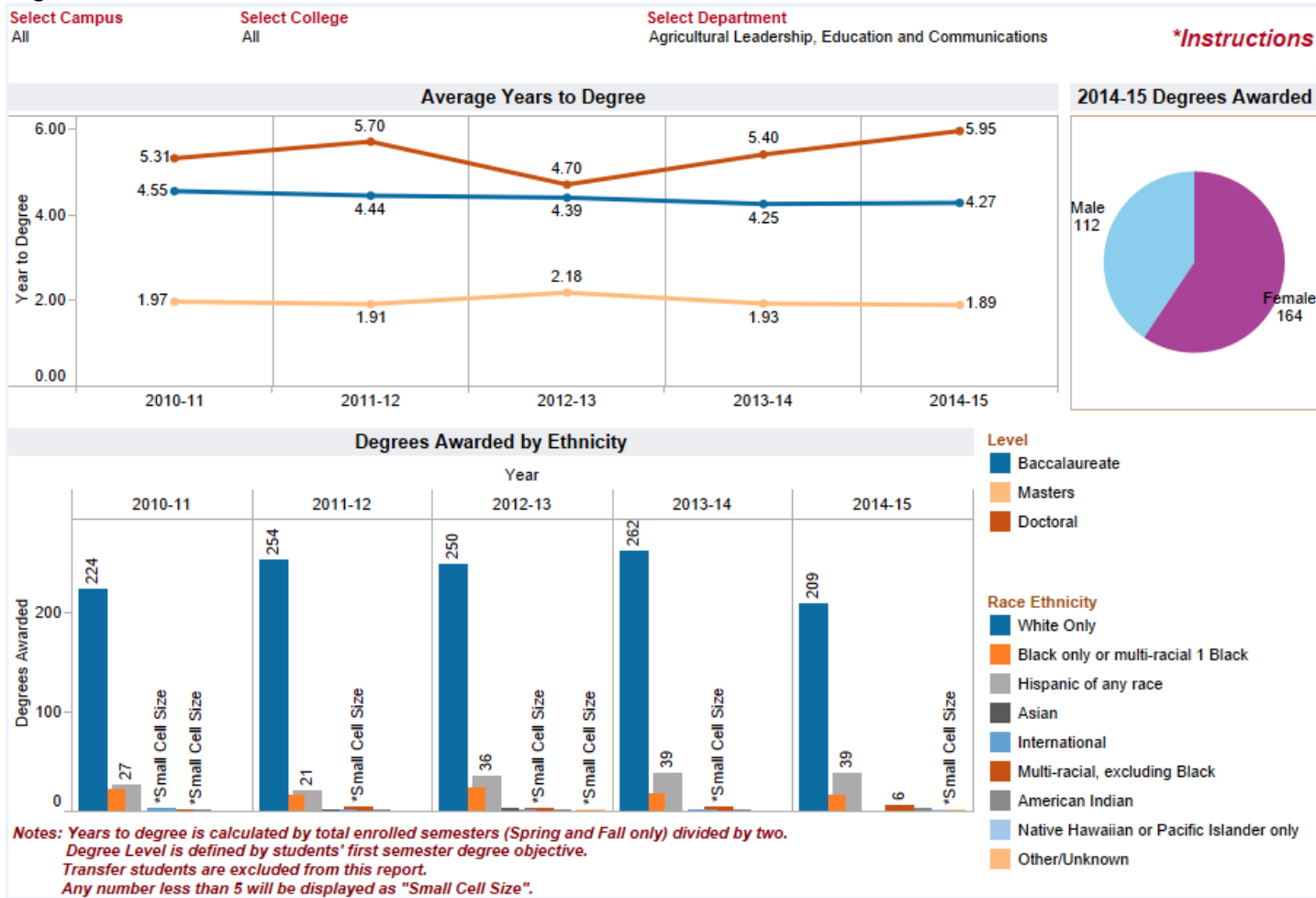




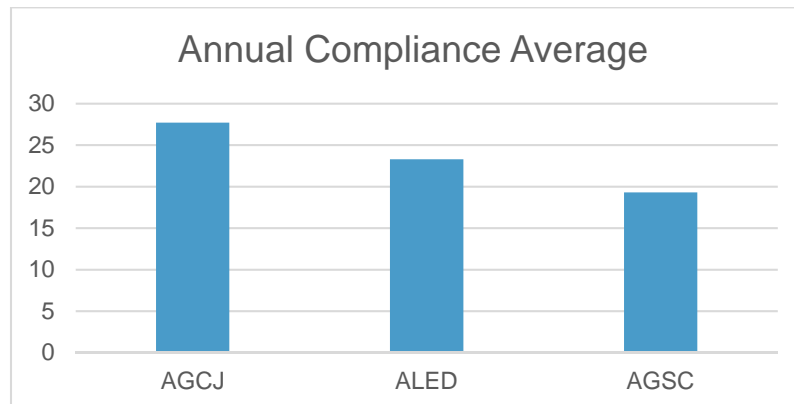
**Report**  
 Undergraduate Faculty Meeting  
 Thursday, December 10, 2015, 8:15 a.m.  
 AGLS 129

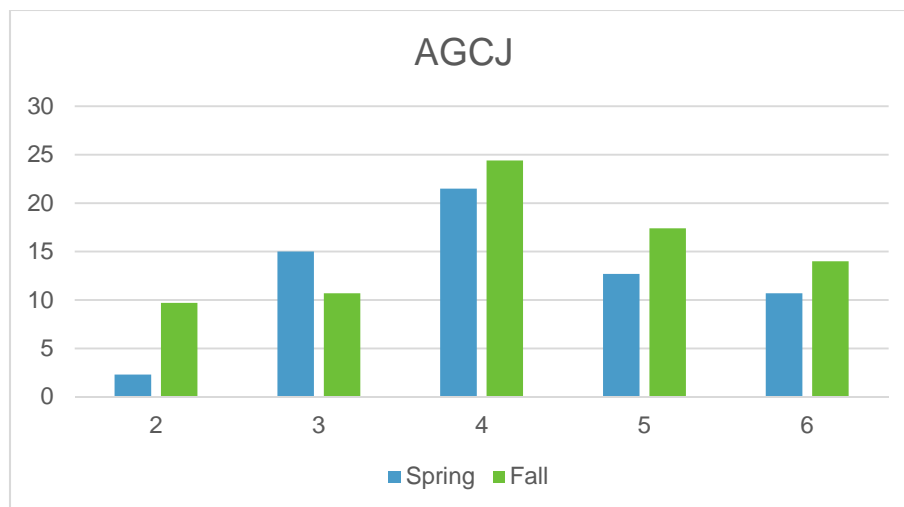
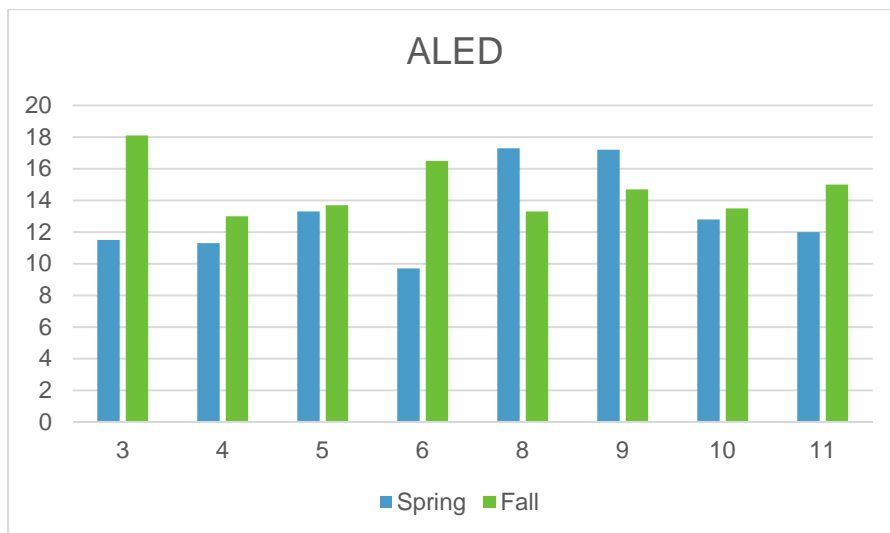
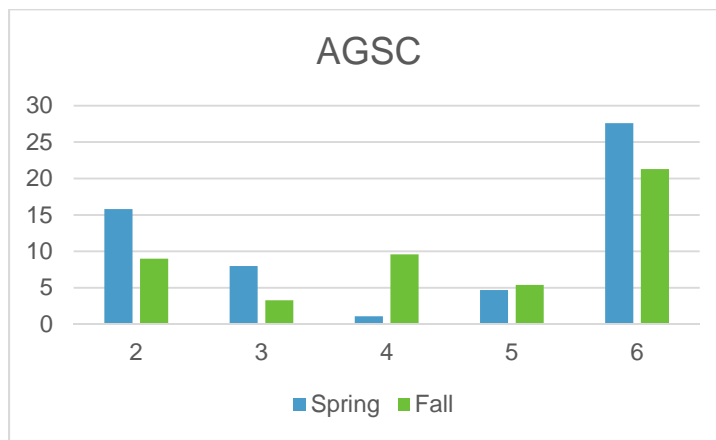
1. Summer and Fall 2016 Schedules

- a. Class schedules will come out in late January. Kristina is handling the schedule and Elke is administratively handling rooms. If you need changes to time or classroom space based on the Summer 2015 and Fall 2015 courses, please share that information early.
- b. All 489, 380, or 289 courses must be submitted to the curriculum committee for approval
- c. Dr. Elliot was informed on Monday that summer funds will be available for teaching. We do not know the amount or the process for requesting those funds; however, all decisions will be made based on time to degree.



d. Compliance 2015





## 2. Syllabus Updates

- a. Honor Code – update url on all syllabi
- b. Disability Services – update statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at

the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit <http://disability.tamu.edu>.

c. Attendance and Late Work Policies

3. HIE Study Abroad application for funds – February 1, 2016

**Links to Remember**

Travel away from campus for all students, [https://studentactivities.tamu.edu/app/form\\_travel](https://studentactivities.tamu.edu/app/form_travel)

**Upcoming Dates to Remember**

Change of Major for AGCJ, ALED, USAL – LED due March 10

AGCJ Workgroup Retreat December 16, 10:00 a.m., AGLS 132

AGSC December Workgroup Meeting December 16, 9:00 a.m., AGLS 255

**Travel Request Form Deadlines**

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

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

<b>ALEC Undergraduate Curriculum Committee Deadlines</b>							
Dept. Comm Deadline	Dept. meeting	College UPC Deadline	College UPC meeting	UCC Deadline	UCC Meeting	Faculty Senate Deadline	Faculty Senate Meeting
11/30/15	12/14/15			1/22/16	2/5/16	2/15/16	3/14/16
1/4/16	1/11/16	1/28/16	2/4/16	2/19/16	3/4/16	3/14/16	4/11/16
1/25/16	2/8/16	2/25/16	3/3/16	3/18/16	4/1/16	4/11/16	5/9/16
2/29/16	3/14/16	3/24/16	3/31/16	4/22/16	5/6/16	5/9/16	6/13/16
3/28/16	4/11/16	4/28/16	5/5/16	5/20/16	6/3/16	6/13/16	7/11/16
4/25/16	5/9/16	5/26/16	6/2/16	6/17/16	7/1/16	7/11/16	8/8/16
5/31/16	6/13/16	6/23/16	6/30/16	7/22/16	8/5/16	8/8/16	9/12/16

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://agrillife.org/collegecouncils/gpc/upc/> .

The deadline for the 2016-17 Catalog will require items to have Faculty Senate approval by the December 2015 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.

**Graduate Program**  
**Associate Head Report – December 10, 2015**

1. Important Information and Dates & Deadlines

- a. There will be no Graduate Faculty meeting in December unless there is a need.
- b. Registration will close on December 17, 5:00 pm for the Winter Break and reopen January 4.
- c. Summer and Fall 2016 Admission deadline is January 4. Do note the review/discussion will take place at the January Graduate Faculty meeting.
- d. The next Graduate Faculty meeting is January 13, 9:30 am, AGLS 129.
- e. Spring 2016 new assistantship position has been confirmed. AGCJ - Sharon Wagner.
- f. Final grades for degree candidates due December 17, 6:00 pm.
- g. ALEC Fall Graduation – December 18, 9:00 am.
- h. Final grades for all other students due December 21, Noon.
- i. Dr. Elliot approved rental of a van to go to AAAE Southern Region Conference in San Antonio, TX. Clarice will be collecting names to see if anyone is interested in traveling by van. If interested, please contact her.

2. AGSS Information

- a. If you wish to assist The Bridge Ministries and donate a gift for a child, the “Giving Tree” is in the main entry area and are still a few “paper ornaments” to select with gift ideas.
- b. AGSS New Officers – Kelby McCorkle – President; Megan Homeyer – Vice President; Katlin Keppler – Secretary; Justin Walker – Treasurer.

3. Graduate Curriculum Committee meetings – **No new report**

- a. Chair, Gary Briers
- b. Purpose: Review all new course requests, and other proposed curriculum items.
- c. Committee meets on an as need basis.

4. Graduate Curriculum Research Committee – **No new report**

- a. Chair, Billy McKim
- b. Purpose: Evaluate/review the ALEC graduate research sequence and current advising documents for each program.
- c. Dr. Elliot has reviewed historical graduate course enrollment, and has proposed changes to the Graduate Course Rotation. The proposed changes were distributed as part of the November Departmental meeting minutes and Graduate Faculty minutes.

Upcoming Events/Dates

December 24-January 1, 2016 – Winter/Christmas Break  
January 11 – Departmental Mtg, 9:00 am, AGLS 129  
January 13 – November Graduate Faculty/Admission Mtg, 9:30 am, AGLS 129  
January 18 – University Holiday  
January 19 – First Day of Spring Classes  
February 5-9 – AAAE Southern Region Conference, San Antonio, TX  
February 8 – February Graduate Faculty Mtg, 1:30 pm, AGLS 129  
February 11 – Departmental Mtg, 2:00 pm, AGLS 129  
ALEC Department APR – April 2-5, 2017