**Administrative Council Meeting Minutes**

**October 16, 2017**

Attendees: Dr. Steve Fraze, Dr. Cindy Akers, Dr. David Weindorf, Jane Piercy, Norman Martin, Galen Austin, Dr. Phil Johnson, Dr. Scott Burris, Prof. Eric Bernard, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Eric Hequet

1. Dr. David Doerfert, Associate Dean for the Graduate School, gave a presentation on the new Academic Program Terminology Plan. This plan gives university-wide definitions for the terms Certificate, Major, Minor (accompanying a Major), Minor (as part of an Interdisciplinary Degree), Track and Concentration.
2. Matt Williams was introduced to the group as our new Assistant Director for Development. He began his duties on September 18th and is very glad to be here and assisting Jane in raising financial support for CASNR. Matt received his bachelor's degree in agricultural education from Texas Tech.
3. Minutes from the August 21, 2017 Administrative Council meeting were approved as distributed (no meeting was held in September).
4. Dr. Fraze and Dr. Burris informed the group about Qualtrics, a new software survey-hosting platform that is now available to the university. Agricultural Education and Communications and Animal and Food Sciences already have accounts and use the software often for research data collection as well as many other everyday departmental uses. This program has added security features that meet university standards. Dr. Fraze said for an additional $3000 or so, (a license for an individual department runs about $6,000 per year) we can have a college account that all departments can use. He will look into this and let everyone know if a college-wide account is purchased.

1. Dr. Fraze led a discussion on Third-Year Reviews and reported a new OP is coming out for the 2018-19 year in order to standardize the review process. One of the most notable things that will be in the new OP that we need to make sure we are doing, is appointing the review committee no later than the spring semester of the second year. Also, the clock will start on September 1st of the calendar year they begin. A discussion was also held in regards to mentoring committees. Dr. Fraze indicated that mentoring committees or at least a mentor, chosen by the faculty member, should be assigned immediately upon their hire. Mentors should be a confidant of the new faculty member and should not serve on the three-year review committee. Dr. Fraze asked the department chairs to write down their ideas about mentoring and bring them back to the next meeting for further discussion.
2. Dr. Fraze announced the annual Academic Chairperson’s Conference would be held in Orlando, Florida on February 14 – 16, 2018. If you are interested in attending, you can find information about it at the following link: <http://conferences.k-state.edu/academicchairpersons/>. The Office of the Dean will pay for registration fees.

OTHER

Dr. Hequet reported that the faculty search for their vegetable position has been completed and they are now in the process of interviewing for the ecohydrology position. Dr. Hequet is unsure of where the hiring process is with Dr. Luis Herrera-Estrella, a distinguished Plant Biologist and Fellow of the National Academy of Sciences (U.S.A), as this position is being finalized through the Office of the President.

Dr. Akers stated the recruiting software transition from Recruiter to TargetX has been completed, but they are currently working on getting everything to work with Banner. She has been told she should be able to pull reports by the end of this week. She also noted that if you receive calls from students or parents (current or potential) regarding concerns over the tragic events of last week, please send them to our office (Student Success Center). Ever Macias will be accompanying 20 CASNR students to the AFA (Agriculture Future of America) Leaders Conference that will be held in Kansas City, Missouri, November 2nd through the 5th. This is a leaders conference and is a four-day long leader development/networking opportunity for these students.

Jane Piercy reported that Patrick Kramer has been appointed the new Vice Chancellor for Institutional Advancement (System) and Paul Herring has been appointed the new Vice President for Institutional Advancement (University), after the departure of Lisa Calvert to Washington State University. She noted that we are making good progress towards our goal for the Dairy Barn project, as total funds raised to date is $750,000. That leaves us with $550,000 left to go. Jane reminded everyone of the Homecoming Breakfast this Saturday in the Ballroom of the Student Union Building, beginning at 8:00 a.m., and the Houston Livestock Show and Rodeo Luncheon tomorrow at 11:30 a.m. at the McKenzie-Merket Alumni Center. Visitors from Australia will be in town this week and the CASNR Dean Search Committee will meet and evaluate potential candidates. She also reminded everyone of the upcoming 90th Annual Pig Roast that will be held on November 9th at the Lubbock Memorial Civic Center.

Dr. Weindorf asked the department chairs to please forward to him terminal degrees in their respective departments for all programs. This information is due to the Office of the Provost soon.

Dr. Orth announced the Texas Tech Rodeo is this coming weekend, and Friday night is Animal and Food Sciences annual Friends and Family event.

Galen Austin noted that several grants have been submitted over the last couple of months.