**Administrative Council Meeting Minutes**

**November 20, 2017**

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

1. Minutes from the October 16, 2017 Administrative Council meeting were approved as distributed.
2. Dr. Fraze asked the chairs to please forward to him the names of people who are in charge of their off-campus facilities for our Continuity of Operations report.
3. Dr. Fraze stated that it has been suggested that a single individual with whom a new faculty member has identified be appointed as their mentor instead of appointing a mentoring committee. It is recommended that this mentor not serve on the junior faculty members’ three-year review committee if possible. (The mentor does not have to be within the same department or college if need be, for the smaller departments.) The mentor should be identified within the first 6 months of the junior faculty members’ start date and the (three-year) review committee should be assigned soon after the hire date. Dr. Fraze will wait until the new OP that will address the three-year review is out before finalizing any new criteria for the mentoring and three-year review.
4. Dr. Fraze would like for the department chairs to please forward to him recently completed, current/in progress, scheduled and “critical needs” facility renovation projects so that he can check to see if they are still on a list to be completed in the future. Please include off-campus facility renovation projects as well. Dr. Fraze will send the current lists that he has to them this week.

OTHER

 Dr. Hequet reported that he has hired a faculty member to fill the new vegetable position

and has not yet heard back from the Provost and VPR on the ecological modeling position. A proposal/offer was sent to the spouse of Dr Luis Rafael Herrera-Estrella, but no response has been received to date. The Governor’s Office is providing the funding for Dr. Herrera-Estrella, and we should hear something by the first of the year on our proposal for his hire.

Jane stated that the Homecoming Breakfast and Pig Roast were both a huge success and thanked the chairs and deans for attending. She also noted Matt has been doing a great job during in his first couple of months and she is glad to have him on board.

Dr. Akers passed out the scholarship offers report for next fall. These are students that have applied to Texas Tech/CASNR and meet the requirements for a scholarship. We have gone ahead and sent them an offer letter, and if they have accepted it is noted on the report. First deadline for priority scholarship applications is December 1st, with the second wave due date on February 1st. Dr. Akers said they are liking the new software program, however not being able to run our regular reports yet has been disappointing. They are supposedly working on getting this fixed for us. (update: apps and admits reports were sent to the chairs on Wednesday, 11/22) Dr. Akers reported that Brandyl is leaving the end of December, as she and her husband will be moving to Snyder. Her position has been posted and she is hoping to begin interviews soon.

Dr. Johnson stated two of his faculty members had just returned from China where they were invited by a university there to give a presentation.

Dr. Galen Austin reported that the CASNR Qualtrics software account will be set up once the purchase order is received by Qualtrics. Qualtrics will migrate the existing AgEd and AFS departmental Qualtrics accounts over to the CASNR account, and all will be under his administration. It may take a couple of weeks for Qualtrics to process the changes. He requested that faculty members send him an e-mail if they would like to have a user account set up to access the software.