**Administrative Council Meeting Minutes**

**February 22, 2021**

Attendees: Dr. Cindy Akers (Acting Dean), Dr. Christy Bratcher, Jane Piercy, Laci Hardman, Norman Martin, Dr. Phil Johnson, Dr. Scott Burris, Dr. Mike Orth, Prof. Eric Bernard, Dr. Warren Conway, and Dr. Glen Ritchie

1. Minutes from the January 25, 2021 meeting were approved as distributed.
2. Dr. Bratcher introduced Jessica Spott, Director for the STEM Center for Outreach, Research & Education. Jessica gave a presentation on STEM CORE’s mission and what they do. Their primary functions include providing a service to faculty related to proposal writing and broader impacts consultations; facilitating strategic K-12 outreach; serving as a central hub to culminate and coordinate STEM activities across campus by stimulating networking; and stimulating and sustaining the development of an inclusive and diverse STEM population on campus.
3. Julann presented the timeline for the awards nominations for the 2021-2022 academic year. Nominations will be due to the Office of the Dean by Friday, May 28th. Administrative Council ballots will be due by Friday, June 11th and the Administrative Council will then review the results at the June 21st meeting. Information for the awards nomination process will be sent to the department chairs soon. A description of the CASNR awards and two of the university awards can be found at the following link: <https://www.depts.ttu.edu/agriculturalsciences/Awards/index.php>.
4. Dr. Akers noted that we are getting close to the 20th class day and our office will send out a report with official numbers by the end of the week. The chairs indicated they are not currently having any issues with summer and fall schedule building.
5. Dr. Bratcher gave an update on the college’s current research numbers and reported we are sitting at approximately the same number of proposals that were submitted last year at this time. She will have some spreadsheets soon to send out to the chairs to show how each department compares to last year. Dr. Bratcher announced we have hired a new Lead Writer to replace Cassandra Huey, who left in January. Monica Hightower began on February 8th and Dr. Bratcher currently has her working with two groups that are hoping to submit USDA equipment grant proposals.
6. Jane Piercy reported that the development office attended a virtual conference last week. This week they have the Therapeutic Advisory Board meeting that will be held at the new facility. They also have the Advisory Committee Meeting for the Masters in Ranch Management on Friday. She hopes to see progress in these areas.
7. Norman Martin stated the CASNR e-newsletter will be ready to send out soon, and he has been working on some new website pages for the Office of Development and Alumni Relations.

OTHER – Department Updates

Dr. Phil Johnson reported that not much was going on in AAEC out of the ordinary, and that classes were going well. Several of the AAEC students that attended the Southern Economic Association meetings recently, received awards. He noted that there were no issues with the Ag Sciences Building during the cold weather week.

Dr. Scott Burris also said it was pretty quiet and calm right now in AEC. They were all preparing for the next round of the advising cycle. He also announced they have received approval for a new staff member to help out with advising duties, and they are finishing up the interview process. The Ag Education & Communications building did not have any issues during the recent snow/deep freeze week either.

Dr. Orth reported that the New Deal Farm and the Equestrian Center had a lot of issues with the recent weather (boiler and frozen/broken pipes). The Animal and Food Sciences building was okay. AFS will have a new faculty member arriving in May. Dr. Anastasia Stellato will be filling the vacant companion animal position. Dr. Orth said they have been working a lot on trying to find out if any of the events that will be coming up this year can be held due to the constraints the pandemic has placed on everything.

Professor Bernard indicated that LA had some major IT issues before the freezing weather hit last week, and then with the possible electrical outages they went ahead and unplugged everything that would be vulnerable to power issues. It has taken a long time to be able to bring everything back online. The CASNR Annex experienced roof leaks again with this latest snow storm. He also announced the demolition on the old stalls on the west side was almost complete, and hopefully construction on the greenhouse can begin soon.

Dr. Ritchie reported a water line in one of their labs in Food Tech broke while everyone was off for the weather break and flooded the lab and damaged some equipment. It is stabilized for now, but they are going to have some issues to resolve coming up. Dr. Ritchie asked the other chairs if they have seen problems with Mediasite, due to the increased number of courses we are having to offer. He noted it has been causing instability in the quality of the videos. Several other chairs also indicated they had encountered this issue and had been using other resources such as Teams or Youtube. Not many are doing much “live capture” anymore due to this problem. Dr. Ritchie said they are looking at other options to be able to deliver the videos/information to the students.

Dr. Conway said they had not encountered any building issues due to the recent weather. He noted their facility (barn) on Erskine was okay, but hear they had issues at the Quail barn. February is a busy month for NRM faculty and students with many attending their virtual annual association meetings. He announced Dr. Matt Barnes was recently elected Vice President of the Texas Academy of Science. Dr. Scott Collins attended the Texas Section of the American Fisheries Society meeting (virtually) with several students, one of which (Jansen Ivie) won a scholarship. Dr. Conway stated he had concluded all of the annual faculty evaluations on Friday and they are moving forward with the development of a Ranch Management program.

Dr. Akers thought it would be a good idea to start having the centers/institutes/units/etc. from the departments give updates once a year to the Administrative Council. It would be a short, ten-minute presentation on the mission/vision/current happenings, and we would try to do 2 – 3 each meeting. The units that were discussed by the chairs to be on the list include the following:

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| **DEPT** | **CENTERS/INSTITUTES/UNITS** |
| AAEC | Pantex |
|   | Thornton Agricultural Finance Institute |
|   | International Center for Agricultural Competitiveness |
|   |   |
| AEC | Center for AgriScience Communications at Texas Tech (CATT) |
|   | Picador |
|   |   |
| AFS | Equestrian Center |
|   | Texas Tech Therapeutic Riding Center |
|   | Raider Red Meats |
|   | New Deal Farm  |
|   | International Center for Food Industry Excellence (ICFIE) |
|   |   |
| LA | XR Lab (Extended Reality) |
|   | Green Infrastructure Lab |
|   |   |
| NRM | USGS Texas Coop Unit |
|   | QuailTech |
|   | Fire Ecology Center |
|   |   |
| PSS | New Deal/Quaker/FBRI Farms |
|   | Teaching Greenhouses |
|   | Fiber and Biopolymer Research Institute (FBRI) |
|   | Institute of Genomics for Crop Abiotic Stress Tolerance (IGCAST) |
|   |   |
| VS | New Deal Farm/ESB Lab |
|   |   |
| SSC | Stephanie Legako - Retention |
|   | Claire Cleveland - Scholarships |
|   | Shelbey Havens - Recruitment |
|   | Macie Williams - Undergraduate Programs/Advising |
|   | Sandra Addo - Diversity, Equity & Inclusion/Graduate Recruitment/Career Services |
|   | Karissa Greathouse - Distance Education |

The schedule of when the units will present will be put together and emailed to the department chairs, directors and/or presenters.

Dr. Johnson suggested that one of the topics for the faculty retreat this fall might include the Student Success Center, what each staff member does, and the services they provide to the students. Many of the faculty are not aware of what services the center provides to students. Another topic that was suggested was Additional Partnerships for Federal Funding.

Dr. Orth mentioned that Dr. Katy Schroeder in AFS suggested that if people are looking for ways to help reduce stress, she has found an app called “Headspace” that she thinks is very good.