**Administrative Council Meeting Minutes**

**May 17, 2021**

Attendees: Dr. Cindy Akers (Acting Dean), Dr. Christy Bratcher, Matt Williams, Norman Martin, Dr. Phil Johnson, Dr. Scott Burris, Dr. Michael Orth, Prof. Eric Bernard, Dr. Warren Conway, Dr. Glen Ritchie, and Dr. Chance Brooks.

Presentations from Dr. Muntazar Monsur (XR Lab, LA), Dr. Erica Irlbeck (CATT, AE&C), and Shelbey Havens (Recruitment, Dr. Bill Bennett Student Success Center) were made to the Administrative Council prior to the business portion of the meeting.

1. HEF Funds – Dr. Akers reminded the chairs to be thinking of priorities they may have in order for us to use the $114,000 of HEF funds that will be left after funds for the Ag Sciences elevator are taken out of our current HEF allocation. This will be discussed more in depth at the next department chairs meeting on June 1st.
2. Continuing appointments for non-tenure-track faculty – at a recent Associate Dean’s meeting, Dr. Akers noted it was brought up that faculty in lecturer, professor of practice and research professor positions should receive a reappointment letter each year (see OP 32.34). These faculty may seek continuing appointment by majority vote of the tenured and continuing-appointment faculty of the academic unit in which the position exists. Final continuing appointment status is subject to approval by the dean and provost. These faculty positions should also complete a third-year review and when applying for continuing appointment, it should be made in the fall of the sixth year on the same cycle as occurs for consideration of tenure and promotion. Although not as extensive, a dossier similar to that in applications for tenure and promotion of tenure-track faculty should be prepared.
3. Exit Interviews – OP 32.14 regarding exit interviews was brought up for discussion. Dr. Akers reminded the chairs that all departing faculty must be given the opportunity to express their views and provide an evaluation of their experience in an exit interview. The OP indicates that a college committee should be formed and given the responsibility for these exit interviews. Dr. Akers suggested the current college Mediation Committee could be used to conduct these. The chairs agreed and it was approved by general consent to rename the committee the Mediation and Exit Interview Committee. These new duties will need to be added into the charge to the committee.
4. Safety in Labs – Dr. Akers reported that maintaining safety in laboratories and completing all safety training now needs to be addressed in faculty evaluations if they have lab responsibilities. Several questions came up that Dr. Akers will get clarification on. Please feel free to reach out to David Lawver (CASNR Safety Officer) or Environmental Health and Safety (EH&S) to have them come out to conduct trainings if they are needed for new faculty, staff and students who will be working in the labs.
5. Texas SB 601 – Water Consortium – This Texas Senate Bill is related to the creation and activities of the Texas Produced Water Consortium. This consortium will be studying economic, environmental and public health considerations of beneficial uses of fluid oil and gas waste and technology needed for those uses. Texas Tech University’s departments of Petroleum Engineering, Chemical Engineering and the College of Agricultural Sciences and Natural Resources will be co-directors of the consortium. Please be thinking who would be a good advocate for CASNR and the agricultural industry stakeholders.
6. The CASNR Faculty Retreat will be held on Friday, August 20th. Please send suggested topics to Dr. Akers as soon as possible as a committee needs to be formed to begin working on this.
7. Departmental Votes in LA and VS for Promotion and Tenure and Third-Year Review – Since the departments of Landscape Architecture and Veterinary Sciences do not have an adequate number of tenured faculty, per OP 32.01 “In such cases, the department chairperson, in consultation with the dean, should seek the advice of an existing executive committee or other college-wide body, or may appoint an appropriate advisory committee for review of a specific case. The composition of the committee and its recommendations must be reported in the dean’s recommendation to the PSVP.” It was also noted that the College Criteria was last updated in 1997 and should be reviewed. Dr. Akers suggested a committee consisting of the department chairs and one other from each department convene to review the criteria. She also noted that each department needs to form a committee to develop their own written review process, as noted in OP 32.01, #6, section a., “Recommendations for promotion and tenure originate with the department. Each department will develop written procedures to be utilized in promotion and tenure considerations. Each department will also develop specific written standards for promotion to each professorial rank that reflect its mission and, at the same time, meet university criteria. These procedures and standards must have the approval of the dean and the PSVP.”
8. Research Update - Dr. Bratcher reminded everyone that there will be a power shutdown to the University on May 29th. All equipment should be powered down before the shutdown which is scheduled to happen between 10:00 am and 1:00 pm. After the shutdown is completed, faculty with sensitive research equipment should be on campus to make sure things power back up in a timely and correct manner so as not to lose any research. Dr. Bratcher also noted that lab safety trainings need to continue, and domestic travel has resumed but international travel still requires OIA approval. Dr. Bratcher has also heard there may be some money available at some point through the Biden Administration for infrastructure for higher education. She also reported a new commercialization process goes live soon that should be helpful to be able to view invention disclosures, etc. Dr. Bratcher asked the chairs to remind their faculty that if they are going to submit their proposals/drafts to the NSF Review Panel, they are due this Friday (May 21st). Research updates are being added to the Teams folder each month, so you can access those reports through there. Darryl James from the Office of the Provost sent out an email last week regarding terminal degrees. Everyone has sent theirs back, but Dr. Bratcher will check with Dr. Orth to see if theirs was returned since he had to leave the meeting early.
9. Development Update – Matt Williams reported that he has been doing a lot of traveling, and recently returned from a trip to the valley (McAllen area). He said the TTU Alumni in that area were very appreciative and are wanting to know what all is happening with CASNR. Matt said there is a great opportunity to recruit more students from that area, and industry from there is interested in collaborations, internships, etc. Matt told the chairs that if they would let him know what they are needing, it helps when they make visits so they have specific needs they can present to alumni/donors. Matt also announced Capital Farm Credit will be giving a gift of $50,000 to the MILE program.
10. Communications/Marketing Update – Norman stated he had lots of stories ready to go for the CASNR website regarding end of year awards, etc. He is currently wrapping up an update to the Veterinary Sciences departmental webpage. The Student Success Center Red Raider Orientation page has been completed and has rollover flyouts as well as a link off the CASNR home page.

DEPARTMENTAL UPDATES

AAEC – Dr. Johnson gave an update on the flooding that happened in Ag Sciences 214 and the Computer Lab in the basement. For now they are just waiting for things to dry out before turning on any computers to see what still works. He announced that Research Assistant Professor, Dr. Syed Badruddoza, has been offered and accepted an Assistant Professor position that will begin on September 1st. This replaces Dr. Eduardo Segarra who retired in December.

AEC – Dr. Burris noted that their AAAE (virtual) National Conference is next week and several of their faculty and students will be participating. He also announced that a couple of his junior faculty members picked up projects from the Texas Department of Agriculture (TDA) and Dr. Burris thanked Matt Williams for helping them get connected.

LA – Prof. Bernard stated that work has started on the Pavilion, however he received an updated budget for the remodeling and it is way over what had originally been planned. He reported that firms in their industry are doing well and lots of job opportunities are currently available for our graduates. Industry firms have also been reaching out to them for help on some projects.

NRM – Dr. Conway said that Dr. Aaron Norris and the team he has been working with are ready to move forward with the Range Management Master Thesis Program. He also announced that this Friday a fundraiser will be held in the Dairy Barn as well as virtually. This is an alumni-driven fundraiser and all proceeds will help defray expenses for students attending classes at our Junction campus.

PSS – Dr. Ritchie reported they had a very successful commencement. They recently completed a faculty meeting to discuss their departmental strategic priorities, research needs and teaching programs. He noted that they should be back up to 100% research (everyone back in the labs) by this summer.