**Administrative Council Meeting Minutes**

**August 16, 2021**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Chance Brooks, Norman Martin, Laci Hardman, Dr. Phil Johnson, Dr. Scott Burris, Prof. Eric Bernard, Dr. Michael Orth, Dr. Warren Conway, and Dr. Glen Ritchie.

Presentations from Darren Hudson (International Center for Agricultural Competitiveness - AAEC), and Karissa Greathouse (Distance Education/Instructional Technologist – CASNR SSC) were made to the Administrative Council prior to the business portion of the meeting.

1. Minutes from the July 19, 2021 meeting were approved with corrections.
2. Discussion was held on class modality, COVID issues, etc. The plan is to continue in face-to-face classes but please have a backup plan ready to go if need be. Need to make plans to accommodate students that are out sick.
3. Dr. Akers gave an update on the faculty retreat and dinner that will be held on August 19th and 20th. Department Chairs were reminded they will need to introduce their new faculty for both 2020 and 2021 at the dinner. Dr. Brooks passed around a draft agenda for the faculty retreat.
4. Dr. Akers also gave an update for the Advisory Board meeting that will be held on August 19th in the afternoon. It will be a different format than what we have done in the past and will seek input from the advisory board on the four research areas the university is focusing on. Dr. Akers handed out a draft agenda for the council.
5. Dr. Brooks has received an email from Dr. Darryl James in the Office of the Provost, reminding us that in order for TTU to be in compliance with HB2504 and SACS, he has received a list of Instructors of Record that are non-compliant (need CV’s, experience record, transcripts, etc. uploaded to Digital Measures). Many of these on the list may no longer be here and we may need to deactivate those who are not here or are no longer IORs.
6. It was noted that the new bookstore is still working on getting things ready for the new semester in regards to required book lists, requests for books, etc.
7. Just a reminder that course syllabi need to be uploaded in Digital Measures by August 30th.
8. Planning and Assessment has reminded us that this is a reporting year (Graduate). It will be an all degree program assessment.
9. Transfer equivalencies will now be sent directly to departments. Shelly Bowman from the Registrar’s Office, has offered to do trainings.
10. Dr. Brooks noted that as of August 12th, our undergraduate enrollment was up by 24 from last year at this same time. We are also up in graduate enrollment numbers by approximately 10-12%.
11. Norman Martin stated that next month the university will unveil their Centennial Campaign. He also asked the department chairs to have their faculty check their department web pages and make sure their information (titles, phone numbers, office information, etc.) are correct.
12. Laci reported that she is working with business managers on the fiscal year end closing. She will let department chairs know about the 3% reduction in budget information and equity adjustments.

DEPARTMENTAL UPDATES

AAEC – Dr. Johnson reported that his faculty retreat will be held tomorrow morning. They will be working on strategic planning. They have a new addition to the department, Molly Rose Pavlik, new baby daughter to Dr. Jamie Bologna Pavlik. He also noted that Dr. Modhurima Amin has been in the hospital with pneumonia, but has been released and is doing better.

AEC – Dr. Burris announced that Lindsay (and Byron) Kennedy recently had a baby girl. The AEC faculty retreat will be held on Thursday morning and their graduate student orientation will be on Tuesday.

AFS – Dr. Orth had to leave the meeting early.

LA – Prof. Bernard noted that the Pavilion will not be ready until October, so they have been trying to make adjustments to accommodate this. He is also working on a huge project with the City of Lubbock. Prof. Bernard noted that due to recent resignations and other unforeseen circumstances they are in a bind with teaching duties, but are working hard to find some help.

NRM – Dr. Conway announced their faculty retreat was this past Friday and they are working on a tactical/strategic plan, refining and revising their curriculum, etc. He announced Dr. Richard Stevens has received an NSF grant and Dr. Matt Barnes is on a team that is in the running for a $5 million grant (has to do with tropical plants). He also noted he has completed his research space survey.

PSS – Dr. Ritchie announced Julia Shamshina is a new Research Assistant Professor in PSS, and will be working at the FBRI. He also noted the FBRI was in the process of purchasing a hemp fiber testing machine.

VS – None