

## **Administrative Council Meeting Minutes** **August 20, 2018**

Attendees: Dr. Bill Brown, Dr. Cindy Akers, Jane Piercy, Norman Martin, Galen Austin, Linda Whitebread, Dr. Phil Johnson, Dr. Steve Frazee, Dr. Mike Orth, Prof. Eric Bernard, Dr. Mark Wallace, and Dr. Eric Hequet

1. Dr. Brown and Dr. Akers discussed the QEP videos that have been released to show to the students this year. They would like to have the chairs make the faculty aware of these videos. The chairs and deans think the video content is unacceptable and not complete. They also do not like the fact that they would have to give up two class periods to show these to the students. One suggestion was for us to make our own videos. Dr. Akers or Dr. Brown will visit with Paul Pierre in the Provost's Office who works under Genevieve Durham-DeCesaro. We will need to address this topic again and you are encouraged to please bring this topic up in meetings at all levels.
2. Dr. Brown has visited with Sam Segran and his IT team regarding Digital Measures. They noted that they already have many dashboards that have been developed for Digital Measures. We are currently the only college that is not actively using this program. Dr. Brown indicated that IT is willing to work with us to create our own dashboard with our own fields and delete others that we do not need. He suggested that we enter (at the very least) 2017 and 2018 information. Each department could decide how far back they would like to go to enter information. (Some may want to go as far back as their last graduate review.) Publications, funding and teaching are the most important information that needs to be entered. The decision is to go ahead and implement the Digital Measures process for each department.
3. Dr. Brown gave an update on the CASNR Defining Excellence Committee. The charge to the committee and the objective has been presented to the members. They plan to meet every other week (twice per month). The committee was very engaged. This will allow the faculty to be involved in identifying what we want to focus on, how we define excellence and being able to track the data. Dr. Brown asked the chairs if they would like to be involved in a book discussion during the lunch hours. The book, "Measure What Matters" coincides with the task that we have set out to accomplish and define what excellence means for us. The chairs have agreed and they will meet at noon on Fridays in the CASNR Annex, room #123. Dr. Brown said to read the first 3 chapters, and he would take the lead on the discussion. Dr. Orth will lead the discussion at the second lunch meeting. The CASNR Defining Excellence Committee will also read and discuss this book.
4. Dr. Brown noted that Savannah and Karissa have set up a Service Learning Workshop for the faculty to attend to learn more about service learning courses. A service learning course is automatically designated as an "engagement" course. The workshop will be held on September 6<sup>th</sup> from 3:00 – 5:00 p.m. in the TLPDC.
5. Dr. Brown reported he had received feedback from Provost Galyean on the strategic plan document that we had submitted. The Provost indicated that ours was good, and we now need to start on our overall college strategic plan. Dr. Brown indicated that Texas Tech has contracted with EAB who will provide one workshop/meeting per year on campus.

We have asked to have them speak to us this year to help provide us insight in developing our college strategic plan.

6. Dr. Akers reminded everyone that Savannah is now on maternity leave. Please e-mail Stephanie Legako any questions that you may have for Savannah, and Stephanie will e-mail her once a day for answers.
7. Agendas for the upcoming Faculty Retreat and Advisory Board meeting that will be held on August 23-24, 2018 were passed out.
8. Jane reported that we are closing in on the total amount needed to begin renovations on the Dairy Barn. The Board of Regents has approved to go ahead with the design phase. We have approximately \$130,000 left to raise of the \$1.3 million needed.