**Administrative Council Meeting Minutes**

**September 16, 2019**

Attendees: Dr. Bill Brown, Dr. Christy Bratcher, Jane Piercy, Norman Martin, Linda Whitebread, Dr. Phil Johnson, Dr. Mike Orth, Prof. Eric Bernard, Dr. Warren Conway and Dr. Glen Ritchie

1. Dr. Brown discussed departments having departmental guidelines for Promotion & Tenure. If your department has them, please forward a copy to him. Dr. Brown noted that some departments use external committee members, and he is going to leave it up to each chair to decide if they would like to continue that practice.
2. Promotion and Tenure dossiers were discussed. A question has been asked about when the latest time is you can add something to the dossier. Per Dr. Stewart, once the dossier is signed-off by the candidate, after the department chair has placed their letter into the dossier, it is considered closed.  However, updates from the candidate can be forwarded to the chair on to the dean, etc., to be added. Dr. Brown will follow up with this at a later meeting after visiting with the Provost to make sure we understand this correctly.
3. Dr. Brown passed around an e-mail he received from the Division of Diversity, Equity and Inclusion. All faculty who serve on a search committee are now being required to attend a training workshop. This workshop will be a 4-hour training session, and will only need to be repeated every 5 years. The next workshop that is currently scheduled will be on September 27th from 8:00 – 12:00 noon at the McKenzie-Merket Alumni Center. Registration can be completed on line at: <https://www.depts.ttu.edu/diversity/SummerFacultySearchCommitteeWorkshop.php>.
4. Dr. Brown reported that Graduate School Fellowships, specifically the Presidential Graduate Fellowship, is a 3-year commitment by the Graduate School, which pays $34,000/per year. If a graduate student takes longer than 3 years to complete their degree, the responsibility falls to the department to pay this stipend for the remaining time the graduate student is here. It has also been noted that health benefits for international students are more expensive than for domestic students. These are all things that faculty need to be aware of when recruiting graduate students, and then budget accordingly.
5. Norman Martin reported that four candidates for the TTU Director of Communications and Marketing position are being brought to campus for interviews. He also reported that Ever Macias in the Dean’s Office has accepted a position with Bank of America in St. Louis, MO, and will be leaving the first part of October.
6. Jane Piercy gave an update on the Dairy Barn. A construction firm has been hired to do the renovations. The project is scheduled to go before the Board of Regents in October, and construction can begin soon after. Fundraising is ongoing.
7. Prof. Eric Bernard noted that several LA faculty and students recently traveled to Oklahoma City and Tulsa for a field trip. One visit was to a new park called “The Gathering Place” (in Tulsa). This was an incredible project for the faculty and students to get to see. Prof. Bernard also stated that they currently have two open faculty lines that they are working on filling.
8. Dr. Warren Conway reported that NRM has a new range position that they are currently searching to fill. They hope to bring approximately three candidates to campus for interviews next month. This fall semester, they have two new faculty members, Dr. Scott Collins, and Dr. Nathan Gill. He also noted NRM will have three faculty going up this fall for promotion and/or tenure.
9. Dr. Phil Johnson announced that AAEC has two faculty searches in progress. They have two that will be going up for promotion and/or tenure, and their building was updated with new paint on the inside as well as a new coat of stain and varnish on the outside wooden doors. The US Farm Report radio show was broadcast from TTU on September 6th, and Dr. Darren Hudson and Dr. Johnson were guests on the show, as well as Dr. Orth and Dr. Joe Heppert, our Vice President for Research and Innovation. The hot topic for the show was about “tariffs.” Dr. Johnson also mentioned that they are working diligently to get the Masters of Agribusiness approved as an on-line program, and the final approval has to come from the Higher Education Coordinating Board.
10. Dr. Glen Ritchie stated that PSS is currently in the process of hiring two new faculty members for genomics and molecular crop improvement for the GURI program. They will have two faculty members going up for promotion and/or tenure this fall, and numbers for this fall are up for undergraduates, but down a little for graduate students. Dr. Ritchie noted they are working on trying to get two new faculty positions in Fredericksburg to help with the viticulture certificate program.
11. Dr. Orth reported that AFS is currently interviewing for two positions – one for the companion animal program, and one in physiology. He also stated that the Kansas City BBQ Cookoff competition was a great success this year. They were able to raise $35,000.00 which will all go towards scholarships. We are now one of the top five contests in the nation in terms of size! Dr. Orth also noted that AFS is experiencing growing pains, and things are getting critical. The department is growing so fast that room for lab space is hard to find. They are currently raising money for the Therapeutic Riding Center, and are hoping that the Masked Rider Pavilion gets going soon. AFS will have one going up for promotion and tenure this fall.
12. Dr. Bratcher indicated the first Faculty Fellows Program went very well. They had 16 sign up, and 13 were able to attend. The faculty stayed very engaged, asked a lot of good questions, and the speakers provided some good information. She also noted her trip to Amarillo to visit with several industry heads was very successful, and she is looking forward to working with them to get TTU CASNR involved with them again. Dr. Bratcher announced to the council that we have contracted with Hanover Research Group, who will be providing services (proposal review, grantsmanship training, grant alerts, etc.) to help us meet our strategic goals. She also reported that a proposal coordinator position has been posted and interviews will begin soon to fill that position. Dr. Bratcher passed out a handout about our [CASNR.grants@ttu.edu](mailto:CASNR.grants@ttu.edu) email that she would like for the chairs to pass along to their faculty. If they will send information (as requested on the handout) regarding their proposals, grants, etc.,) it will help us have a better coordinated effort to increase productivity and collaborative efforts to better position our CASNR faculty for funding success.