**Administrative Council Meeting Minutes**

**September 20, 2021**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Dr. Chance Brooks (Interim Assoc. Dean), Laci Hardman, Norman Martin, Matt Williams, Dr. Phil Johnson, Dr. Scott Burris, Dr. Jerrad Legako (Acting AFS Chair), Prof. Eric Bernard, Dr. Warren Conway, Dr. Glen Ritchie, and Dr. Michael Ballou

Presentations from Reynaldo Patiño (USGS Texas Cooperative Fish and Wildlife Research Unit - NRM), and Sandra Addo (Administrator for Diversity & Graduate Student Recruitment – CASNR SSC) were made to the Administrative Council prior to the business portion of the meeting.

1. Minutes from the August 16, 2021 meeting were approved as distributed.
2. Dr. Akers received a notebook during a meeting with Dr. Carol Sumner in the Division of Diversity, Equity and Inclusion that contains matrix/numbers on TTU hiring demographics. It also tells about what assessments TTU employees complete. She thought this was great information to have and made copies of the notebook for each chair. The notebooks are in your mailboxes in the Dean’s Office.
3. Dr. Akers and Matt Williams will be putting together a Fundraising Handbook that addresses guidelines the college is required to follow for fundraising events. We need to be consistent in the way fundraisers (most notably those using outside entities that help do the fundraising) are conducted. Please contact Matt Williams in the Office of Development when you are having a fundraiser so that he and his staff can make sure you are following TTU guidelines and are compliant with all OP’s (things such as how to use our logo, avoiding conflict of interest, signing contracts, etc.). He and his staff are there to help you work through the logistics of these type of events.
4. Dr. Akers and Matt also addressed an issue that came up regarding the upcoming Pig Roast. In the past, CASNR scholarship students have always been required to attend the Pig Roast. Since we are still experiencing issues with COVID, it was suggested that a second page be included with the letter that is sent to students addressing any attendance issues due to COVID and it will have guidelines for the students to follow.
5. Dr. Akers noted that a group made up of the College P & T Committee and the Department Chairs will convene in December to review the college criteria for promotion and tenure. The last update to the document was dated February, 1997.
6. Dr. Bratcher stated how very proud she was of our faculty and their research grant submissions. Last year, CASNR faculty received over $11M in research grants, and they have already received over $1M this year. She has seen reports of another $1M that is not in the system yet. Dr. Bratcher reminded the chairs that the new Faculty Fellows Cohort will begin on Wednesday. Faculty Fellows is mandatory for tenure-track new faculty to attend, and highly recommended for non-tenure-track faculty. She has a Research Advisory Council meeting today and will send out any updates afterwards if needed.
7. Dr. Brooks reminded the chairs that assessment data is due the beginning of October. He noted Darryl James in the Office of the Provost will be sending out documents and templates to the chairs to assist them with Senate Bill 25 (Course Sequencing) requirements. He has an Associate Deans meeting tomorrow. Dr. Brooks also stated that the latest updates to the pandemic have been sent out. CASNR has had two classes that elected to temporarily suspend face-to-face modality. He indicated there is now a template to use to notify the students of these classes when this happens.
8. Matt Williams reported that the request for proposals for the CH and Helen Jones Foundation have been sent to the faculty. If anyone has any thoughts or ideas regarding these, please send them to him or call, and his office can help with those. He noted this past week he was honored to meet with donors who are making a significant gift to our scholarship program. Several faculty were involved in the meetings and he thanked the chairs for allowing them to help.
9. Norman Martin stated the university has begun a new process for the TTU Centennial Celebration, which will be in 2024. Communications and Marketing would like every college to come up with an “icon” and three (3) photographic images that best describes them. They are calling this visibility portion “Beyond the Horizon,” and what they want to do is develop logos for each college for the centennial. They would like to know what “one thing” our college is known for and how we see the college developing/evolving, and then they would like one individual icon and 3 photographic images that best represent the entire college. Norman stated this will be very difficult since we are such a diverse group. Dr. Akers suggested that the college marketing committee be brought in to these discussions to help define what our “icon” should look like. One suggestion was that CASNR is known for our “high quality career-ready graduates,” and our program is about people. Norman will contact the marketing committee and set up some meetings and will then bring their ideas back to the administrative council.
10. Laci Hardman reported that she has been working with the departments to get the new budgets rolled out and carry forwards completed. She is working on scheduling some quarterly meetings with chairs and business managers.
11. Dr. Akers noted that we are still in the process of hiring replacements for Macie Williams and Claire Cleveland. We are getting close to having those positions filled.

DEPARTMENTAL UPDATES

AAEC – Dr. Johnson reported that he had one faculty member request a temporary modality change due to COVID. It has been approved and is moving forward. Everything else seems to be going okay.

AEC – Dr. Burris stated his frustrations about having people from all over the university teach in their classrooms. They are not familiar with the technology in these rooms and have caused some technological issues. They then insist that AEC staff come in and fix it. AEC does not employ an IT staff person and this puts undue stress on his staff. Dr. Burris said that many of his faculty and students will be attending the Western Region AAAE Conference next week. He also noted a new professor of practice position has been approved and they are in the process of hiring someone to fill this role.

AFS – Dr. Legako (Acting Chair) said AFS was working on a direct hire for a professor of practice position. He reported that Dr. Chance Brooks would be returning to the department to serve as the Interim Chair, beginning October 1. Dr. Legako reported enrollment records have been set in both undergraduate and graduate students this year. He announced they will be hiring a business manager, so if anyone knows someone who would be good, please refer them.

LA – Prof. Bernard reported they have several big projects going, one with the City of Lubbock and Halff & Associates. LA students have been out collecting the data for this project. The other project is with Guitar Ranches. It is an eco-tourism project. Prof. Bernard stated that supply issues have kept the Pavilion from being completed, so they are hoping after the first of the year it will be ready for use. He also noted about 15% of students have been out on COVID related issues, but only 10% of these have been confirmed.

NRM – Dr. Conway announced they have had a record SCH generated for their department this year due to record enrollment. NRM has been able to purchase two new vehicles recently. They have put over 300,000 miles on their fleet over the last couple of years. Dr. Conway reported that Dr. Robert Cox will be taking on the Interim Associate Dean position in the Office of the Dean effective October 1, but will continue with his teaching and Associate Chair duties in the department. Dr. Conway and others recently visited a ranch north of Granbury, and indicated this might be the anchor home for the Ranch Management Program. Negotiations will take place and hopefully things will be worked out. This has been in the works for the past two years. He will be visiting another ranch near Rising Star, and they already have an agreement in place to do some work there.

PSS – Dr. Ritchie reported Dr. Joey Young received a nearly $400,000 AFRI grant, which also included Dr. Rudy Ritz and Dr. Erica Irlbeck from AEC.

VS – Dr. Ballou stated the Department of Veterinary Sciences is in the early stages of composing a new graduate degree program. It will be an Interdisciplinary program. Now that Dr. Michael Galyean has returned to the department, he will be helping develop some new courses. They have recently been discussing a new formal biometry course. Dr. Ballou and Dr. Machado have received a FFAR grant and will be working with Cactus Feeders on that. He reported Dr. Clarissa Strieder-Barboza has received a USDA-NIFA grant on her first submission.