**Administrative Council Meeting Minutes**

**December 17, 2018**

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

1. Dr. Brown reported on the International Affairs Council meeting he attended. They are currently working on identifying a dean for the new Costa Rica campus and are hoping to make an offer in early February. He also noted there are scholarships available for international students (undergraduates), as the funding available has increased. There are also funds available for study abroad grants, which is a competitive program. Those applications are due by February 15th for summer study abroad courses. There will be an Ambassador’s Forum on March 4th, so please let your students know about this. A “save the date” card will be sent out soon. Dr. Brown also mentioned that there are a couple of internal seed grant programs available for faculty members to apply for. More information on these programs can be found at the following links: <http://www.depts.ttu.edu/international/intlrsch/Brazil@Tech/sprint.php> and <http://www.depts.ttu.edu/international/intlrsch/researchInfo/seed_grants.php>. There are also travel grants available for faculty. Ten to eleven $2,000.00 grants are normally funded each year. The deadline for application is quickly approaching (February 1st) for travel during March through August. The link for more information on the travel grants is: <https://www.depts.ttu.edu/international/intlrsch/researchInfo/intltravelfund.php>.
2. Dr. Brown passed out a handout about a Graduate Recruiting and Development (GRAD) Program, which is an idea to possibly help increase graduate student numbers. This program entails partnering with a company who will then provide tuition assistance in the form of a scholarship to students that have been selected through an application process. Upon successful completion of all degree requirements and receiving the appropriate advanced studies degree, the student will be considered for placement in a permanent, full-time position with the company. If the student fails or withdraws from the program or completes the program but does not accept permanent employment with the company, the student will be liable to reimburse the company through a Payback Agreement that they will sign before beginning the GRAD program. Dr. Brown asked the chairs to think about this and provide feedback on how they would envision us implementing a program similar to this.
3. Dr. Brown stated that we have received the same amount of summer funding each year now for the past several years. Our student credit summer hours have been steadily increasing, and we are in need of additional funding to pay faculty to teach. Dr. Brown asked for ideas on how we can build a case to ask for additional summer funding.
4. Dr. Ballou reported that he has been working on calculations for faculty FTE and why the formula the university uses for everyone does not work appropriately for CASNR. He has surveyed 11 faculty members and is in the process of putting together that information and will disseminate to the chairs when completed. Dr. Brown stated that we need to define the narrative that supports our argument.
5. Dr. Akers passed out the most recent scholarship report and as soon as she has apps/admit numbers, she will get those to each chair.