**Administrative Council Meeting Minutes**

**February 21, 2022**

Attendees: Dr. Cindy Akers (Interim Dean), Dr. Christy Bratcher, Dr. Robert Cox (Interim Assoc. Dean), Alex Yack, Norman Martin, Laci Hardman, Dr. Darren Hudson, Dr. Scott Burris, Dr. Chance Brooks (Interim AFS Chair), Prof. Eric Bernard, Dr. Warren Conway, and Dr. Mike Ballou

1. Allen Ramsey was introduced to the Administrative Council. Mr. Ramsey will be the new Media Relations contact for the Davis College in the TTU Marketing and Communications office.
2. Minutes from the January 24, 2022 meeting were approved as distributed.
3. Dr. Akers asked the chairs for updates on the status of their strategic/tactical plans:

AAEC: Dr. Hudson indicated that they have a plan in the works and it’s ready for review by the faculty.

AEC: Dr. Burris noted they are continuing to make progress on their plans.

NRM: Dr. Conway indicated they are working to put together some of the plans that he and the faculty have discussed together.

VS: Dr. Ballou stated their plan is coming along.

AFS: Dr. Brooks reported that his faculty have voted to do their strategic plan by hiring a 3rd party, and they are currently working on that now.

LA: Prof. Bernard announced one of his faculty members has had to go home to Bangladesh to help his dad with some health issues, and they are waiting for his return to continue working on the strategic plan.

NRM and VS noted they have had meetings with Dr. Gordon Davis, and they went very well. AFS also met with him in relation to another gift. The remaining departments are in the process of scheduling meetings with him.

1. Dr. Akers visited with Dr. Gordon Davis this morning regarding a tailgate event that he would like for us to do at the Spring Football game on April 23rd. We will work with the Football Program to see if this would be a possibility.
2. Dr. Burris gave an update on the information he has received from the departments in regards to the TTU Centennial Celebration. He thanked those that had sent him information and asked those that had not to please get information to him by no later than tomorrow if they want it to be included. His deadline to submit all of this is very soon. He told the chairs he would be sending out a list of people that he needed them to rank as to the importance/priority to their department. He also needs some additional key influential people and their significance they made to the college. Dr. Burris has put together a 250 word description of the college for the centennial and hopes that he captured all of the important elements in it.
3. Dr. Akers gave an update from the Dean’s Council meeting she recently attended. Dr. Carol Sumner will be putting together a committee to come up with college level recommendations and consistencies for DE&I-focused positions, and those will be sent out to the colleges at a later date. Dr. Akers also noted that there is going to be a new OP out soon regarding remote work for staff. If the remote work is temporary and due to illness, etc., then they can go through FMLA, but if it is for long-term remote work, that is what the new OP will be about. Staff that is working out of state need to have approval through the General Counsel’s office. They are also looking at faculty remote work and what the process would be to hire someone to work remotely. Dr. Akers also said they are working on a new Promotion & Tenure OP for clarification on Professors of Practice titles, who votes on these for continuing appointment, etc.
4. Dr. Akers gave an update on university dean searches. Deans have been hired for the Colleges of Arts & Sciences and Visual and Performing Arts. The search committee for Architecture is currently reviewing applicants, and the dean search for the Davis College is underway. The search firm is in the process of scheduling stakeholder meetings to discuss what we are looking for in a permanent dean with our faculty, staff, etc.
5. Dr. Akers announced she would like to schedule an on-line meeting with our Davis College Advisory Board this spring and update them on our college/departmental strategic plans as well as the Gordon W. Davis gift.
6. Dr. Bratcher reported that ORS still has us in their system as CASNR. She was told they cannot make a change until it has been approved by the Texas Higher Education Coordinating Board. She had information from D.C. that we have the ability to submit for Climate-Smart grants for up to $100,000M. She would like to see us get one or two of these submitted. Dr. Bratcher has been working with Sandra Addo on a strategic plan and reasons why we would like to raise our number of graduate students. The strategic plan as well as recruiting and retention efforts are all very important. Dr. Bratcher also announced the Research and Graduate Studies Committee is getting ready to roll out poster competition details. Three departments already do their own competitions, so maybe we can combine efforts and do just one. One possible idea is to do one in August.
7. Dr. Cox had three reminders for the chairs. 1) Change of modality - the change has expired and faculty are to revert back to their original class modality. 2) Program assessments – these were due last October, and now is a good time to encourage the people in your department who do this to go back and work on changes for the upcoming year. 3) Just a reminder for your tenure-track faculty - this is a good time to be doing peer teaching evaluations.
8. Alex stated that he, Matt and Tanner have finalized the list of liaisons for the college. Matt will be the liaison for AE&C, the MILE Program, PSS, and VS. Tanner will work with AAEC and Ag EIB, all Davis College competitive teams, NRM and the Ranch Management Program. Alex will be the liaison for AFS and the Equestrian Center, and LA.
9. Norman reported that he and Kris Allen, as well as IT, have done a lot of work on the college website due to the rebranding. IT was able to make some global changes, but it would be helpful if you come across something that still says CASNR to let him know. It should now read Davis College of Agricultural Sciences and Natural Resources or Davis College. He is working on changing approximately 600 scholarship pages. Norman noted that we now have a DE&I “New Student Spotlight” section on the website.
10. Laci gave an update on financials and fund balances on 16K, and stated special instruction fee reports have been sent out. Administration and Finance has told us that we need to start spending money on students that the fees are producing. Laci also reported that there will be no carry forward (or less than 10%) on special instruction fees.
11. Dr. Bratcher asked the chairs to please encourage their faculty members to apply for the $2000 mini grants.
12. Julann stated that the process and deadlines for the awards nomination process will remain the same as last year. Nominations will be due the end of May. She will be sending out all the information to the chairs the first of next month.

DEPARTMENTAL UPDATES

AAEC: The department is considering converting 2401 to 2301, which would change it from a 4 hour class to a 3 hour class. Please let Dr. Johnson know if they make the change if other departments will still be able to send them students. It is offered online and will still have an online lab component. Dr. Hudson also announced one of his graduate students, Tyllor Ledford, received the 2022 Outstanding Master’s Thesis Award from the Southern Agricultural Economics Association (SAEA) at their recent annual meeting in New Orleans.

AEC: Dr. Burris reported Kayla Powers, an Ag Comm master’s candidate, was awarded the First Runner-Up People’s Choice Poster at the National Agricultural Communications Symposium in New Orleans this month.

NRM: Dr. Conway announced they have a new undergraduate academic advisor, Sarah Hollers, and have hired a new administrative assistant, Darla Anderson, who will also be their graduate coordinator. Their business manager position is posted and they have about 8 candidates to date. Dr. Conway stated they have several students and faculty that will be attending several meetings over the next few weeks. He also reported that the official funding for the Junction Center has been approved.

VS: Dr. Ballou reported they have hired a part-time business coordinator, Melissa Wade, and they are excited to have her on board. Their proposal for a non-thesis Masters Program is close to being ready. It is currently going through some revisions.

AFS: Dr. Brooks stated the Equestrian Center groups are currently going through a consultant to evaluate their structure and allocation of resources. Last week, Dr. Christy Petry was hired as an Instructor in the department and she will also serve as the Horse Judging Coach. The Horse Judging team recently won the Reserve Championship at the 2022 NRCHA Collegiate Horse Judging Contest and the Ranch Horse Team won the Championship at the NRCHA Kalpowar Quarter Horses Celebration of Champions Intercollegiate Challenge in Ft. Worth. Dr. Brooks announced Dr. Kristin Hales has received the Barnie E. Rushing, Jr. Faculty Distinguished Research Award in the STEM disciplines.

LA: Prof. Bernard stated that some of his faculty and students will be presenting at an international conference that will be held in Albuquerque, New Mexico this year. Several have submitted posters for the Texas ASLA awards, and they are just waiting to hear back on those. He noted the department is working on two major projects right now. One with the City of Lubbock, and the other is a project building a campus model showing how the campus has progressed over the past 100 years. This will be for our Centennial Celebration next year. Prof. Bernard also noted he has reached out to IT departments in other colleges as well as to our main university IT department to visit with them about structures for an IT department within our college.