**Administrative Council Meeting Minutes**

**July 16, 2018**

Attendees: Dr. Bill Brown, Dr. Mike Ballou, Jane Piercy (by phone), Norman Martin, Dr. Phil Johnson, Dr. Steve Fraze, Dr. Mike Orth, Dr. Mark Wallace, and Dr. Eric Hequet

1. Dr. Brown gave a brief update on apps/admits numbers and passed out a handout reflecting the most updated information. He was told that the numbers for confirmed admits is not correct, and hopefully in a couple of weeks those numbers will be more accurate.
2. Dr. Brown attended a Tenure & Promotion presentation by Dr. Rob Stewart in the Office of the Provost, and reported that the format of the T & P dossier has changed somewhat. They have asked that for the research section faculty not cut and paste from their CV. They would much rather see a narrative or summary of their accomplishments, as well as what their future plans are. Julann will forward the presentation to the department chairs for their review.
3. Ever Macias in the Student Success Center sent an e-mail to all of the department chairs requesting suggestions for employers to invite to participate in the CASNR Career Fair. Jane proposed that we have a reception for the company representatives the night before the career fair. She will look into this and let everyone know if that is possible.
4. Dr. Brown reported to the chairs that the Capital Improvement Program (CIP) list was submitted to Operations, as per conversations held at the last department chair’s meeting.
5. Jane addressed the chairs regarding endowment spendable accounts. She noted that endowment spendables need to be spent so it does not look like we do not need them. It raises a red flag when they are not spent. Peggy will contact the chairs who have accounts that are over $1,000.00 and/or over two times the annual distribution amount. If restrictions on an account are too specific and limiting your use, please let Jane know so they can work on getting the restrictions changed.
6. Dr. Brown passed out a list of CASNR courses that are considered “service learning” courses. The university would like for us to increase these types of courses. Savannah is working on comparing CASNR to other colleges to see where we fall in the number of service learning courses. We will also look to see if any other courses might fall into this category. Dr. Brown asked the chairs to be thinking of what we can do to stimulate the faculty to be thinking about other classes that can be converted to service learning classes. A half-day workshop for faculty to learn more about this might be helpful.
7. A handout regarding “Degrees of Impact” was passed out. Dr. Brown received an e-mail from the Office of the President regarding this new campaign that was started last year to highlight Texas Tech University programs, initiatives and people. There is a website they want to encourage you to visit to share your stories of how your experiences at Texas Tech has impacted your life and the lives of those around you, or even tell a story of someone in the Texas Tech family who stands out to you. Please visit <http://www.ttu.edu/administration/president/degrees-of-impact/> if you would like to share your story!
8. Dr. Brown asked the department chairs to be thinking of budget requests for FY20. They discussed how important it is for upper administration to understand how critical line item funding is for us so if line item funding is cut/reduced by the Legislature, the University can provide additional funding to help out in those areas. They also discussed the critical need for additional funding to add more TA’s to help with teaching duties.
9. Dr. Johnson reported that he has had problems with the Registrar’s Office dropping classes (graduate classes) if they had not been made for 3 semesters. He had 78 sections that have recently been dropped. They have been told if they make, they will now have to go back in and rebuild the class. These are mostly independent study classes (thesis and dissertation) that don’t make every semester, depending on the professor. He feels that these independent study classes should be exempt from the rule to delete them after 3 semesters of no one enrolling. It is very time consuming to have to go back and rebuild the class.
10. Dr. Ballou projected that our graduate student numbers will be up from last year.
11. Norman Martin reported that new webpages for scholarships were being designed and implemented to link them to the individual departments. This should make it easier for giving opportunities for those that would like to make donations to the individual scholarships.