**Administrative Council Meeting Minutes**

**September 17, 2018**

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

1. Dr. Ballou informed the group about a TTU Grants Workshop which will be held on February 1st. This is a one-day workshop that will be here on campus from 8:30 – 4:30 with a consultant coming to give a lecture-style presentation. For everyone who attends, Dr. Brown has indicated the Dean’s Office will pick up the cost of the book that is required. There is limited seating, so please begin thinking about who from your department you would want to attend. After this workshop, there will be Phase 1 and Phase 2 information sessions. Phase 1 will be fewer attendees, and they will be looking for proposals to apply for. The cost for this phase will be picked up by the Office of the Vice President for Research. Phase 2 will be even fewer (maybe 1 or 2) as this will be one-on-one consulting sessions with a cost of approximately $4,000.00 per person. This phase will take approximately 4-6 months to complete. Please expect an e-mail from the dean to disseminate to some of your faculty soon.
2. Dr. Ballou asked the department chairs if they had any other changes to the memo that will be sent out to the faculty in regards to the implementation of Digital Measures. All information for 2018 faculty evaluations will be put in the system, and they would like to see 2017 information input by the end of the 2019 spring semester. Department Chairs can request additional information to be added beyond 2017 and 2018 if they would like.
3. Dr. Joey Young, chair of the Marketing and Outreach College Committee, spoke to the group regarding a new vision for this committee. Ag Awareness week has always been the main focus of the committee, and bringing in a guest speaker has had its challenges in recent years. Due to budget restraints and skyrocketing speaker fees, it is next to impossible to continue bringing in good, quality speakers. The committee is now looking at developing content, with the help of Dr. Erica Irlbeck, Picador and Norman Martin. Newsletters highlighting research, Washington, DC interns, etc. in CASNR, with both a story and a video will be sent out to an e-list of approximately 8,000 people. They feel this is a much better way to highlight what CASNR is accomplishing and to also help promote the Ag industry.
4. Camille Thomas, assistant librarian for outreach and information services at the Texas Tech University Libraries, gave a presentation on Open Educational Resources.
5. Jane Piercy reminded the chairs of the CASNR Career Fair on September 25th, and the employer reception which will be from 4:30 – 6:00 that afternoon.
6. Jane reported that the Dairy Barn Restoration Fund is within $63,500 of meeting the $1.3 million goal!
7. Dr. Wallace reported that one of NRM’s graduate students was the lead story in the August 2018 issue of the Lubbock Magazine. Elizabeth Roesler, a former M.S. and current Ph.D. student, has helped to start and currently heads up the Heart of Lubbock Community Gardens.
8. Dr. Phil Johnson noted that Dawn Stump, AAEC Distinguished Alumnus, has finally been confirmed and sworn in to serve as a commissioner on the U. S. Commodity Futures Trading Commission.
9. Jane announced that she and Dr. Brown will be in Washington, DC on October 9th to attend an Alumni Reception they are hosting in that area.