

## **Agriculture Faculty Council - August 17' 2011 Meeting Minutes**

Dean's Conference Room, Ag. Science North

**In attendance:** Brian Lee, Tim Coolong, Lisa Collins, Rebecca McCulley, John Strang, Keiko Tanaka, Lisa Vaillancourt

**Liaison:** Dr. Lisa Collins

**Guest:** Dr. Nancy Cox

**Call to Order:** 11:04 am

### **Order of business:**

1. Dr. Cox spoke with the council and asked for input and suggestions about how her office could facilitate and help faculty obtain funding to support their research programs. Key points of discussion:
  - a. Extramural funding in 2010-2011 was around \$32M.
  - b. Faculty should be aware of the help available from Dr. Cox's office in putting together grants.
  - c. A grant workshop for faculty was proposed, to be offered by the College.
  - d. Suggestions from Council members to improve faculty success in obtaining funding included getting help from the Grants Office in managing projects, seeking more integrated research-extension opportunities, getting help in crafting effective outreach plans for integrated projects, and applicants serving on various (Federal) grant panels to better understand the evaluation processes and expectations.
  
2. Dr. Collins discussed recent changes in the annual review process (APR). A number of changes were made to the APR form and process:
  - a. Wording was added to the signature line to obtain faculty member's acknowledgment of his or her DOE. During a performance review, the faculty member and the chair may change the DOE before the form is signed.
  - b. A 'Self Evaluation' section (optional) was added
  - c. A 'Summary of Instructional Activities' form was added for those with instructional DOE's.
  - d. A small change was made in the rating categories, specifically to item no. 1 in the 'Unsatisfactory' category. 'Major category' was changed to '>50%'.
  - e. All forms for the review will be online, and a secure submission procedure will be in place.

### **Discussion:**

- a. Members of the Council present at the meeting felt that the 'Self Evaluation' included in the revised APR was not necessary, and that consideration should be given to removing this from the form. If the narrative statement is done correctly, the information is already provided. Reemphasis the important components in the narrative was felt to be the best solution rather than another form.
- b. Suggestions: Add a line for the instructional DOE on the 'Summary of Instructional Activities' form; also should define 'TCE', and perhaps make box no. 3 larger and add equal sizing to the boxes or adjust sizing to reflect the amount of stuff you will likely see in each box. The prevailing thought was that most people will simply copy and paste from the narrative.
- c. Guidelines for determining instructional DOE's were discussed. How percentages are assigned for recitation sections of certain courses was not known, and this should be clarified. Also need to clarify calculations for assigning credit for extra lab sections (the example given was deemed confusing), and how are DOE's for 4-hour courses are determined.
- d. There was also discussion raised at how much teaching is valued in the in terms of DOE at comparable institutions. Council representatives are aware of colleagues at other institutions where teaching a typical three credit course is a larger part of the DOE.

- e. The consensus of the Council members present was to not forward the new APR material to all College faculty for comment; individual dept. chairs can discuss changes with their respective faculty more effectively.
3. Dr. Vaillancourt updated the Council on the upcoming P&T workshop.
    - a. The tentative agenda (attached) was discussed.
    - b. The format was changed from that of previous years to help encourage faculty to attend the workshop more than once.
    - c. Names of potential speakers (need one faculty member who moved recently from Assistant to Associate Professor, and one who moved from Associate to Full Professor) are needed; submit to Lisa V.
  4. Fall Faculty Meeting
    - a. Brian Lee gave the Council a progress report on the Fall Faculty Meeting. The location has been selected, and the date set (September 30). Plans are that the meeting will be streamed from Good Barn to Quicksand and Princeton, pending the installation of a data line. As in past meetings, questions for the Dean will be solicited from faculty before the session.
  5. New Faculty Workshop Debrief
    - a. Item tabled until the next regular meeting (September 20 at 1 pm).

**Adjourned:** ~12:30PM

Respectfully Submitted,

Kenneth Seebold  
Secretary, Agriculture Faculty Council