

CALS Governance Council Minutes
February 21, 2014
311 Latham Hall

Dean Grant called the meeting to order at 11:05am with a welcome to everyone.

Council members present: Brian Calhoun, Mary Christian, Pat Donovan, Mike Ellerbrock, Zerita Montgomery, Thea Glidden, Bobby Grisso, Matt Hulver, Rose Jeter, Jody Jellison, Ed Jones, Stephen Kleiber, Jamie Lucero, Dongmin Liu, Margaret Merrill, Saied Mostaghimi, Sean O'Keefe, Matt Schroeder, Holly Scoggins, Cathy Sutphin, Susan Sumner, and Reese Voshell.

Council members participating via phone: Dan Goerlich, Margaret Kenny, and Teresa Vaughan.

Absent with notice: Scott Greiner, Vernon Meacham, Steve Rideout, and Mike Schwarz.

Approval of the Agenda:

Susan Sumner made a motion to adopt the agenda; seconded by Thea Glidden; approved.

Approval of the Minutes:

Brian Calhoun made a motion to approve the minutes; seconded by Susan Sumner; approved.

It was suggested that a copy of the Committee reports be sent to the recorder prior to the meeting.

Old Business: None

New Business: None

Committee Reports:

Committee on Academic Program Policy: Mike Ellerbrock reported that the committee is proposing a policy for improving the quality of instruction by peer review of teaching. The review should provide at least two letters or reports from departmental or college peer reviewers regarding the candidate's teaching and advising effectiveness.

Step I is the general recommendations: peer review of teaching for all faculty within the first 5 years of a faculty appointment and at least every 5 years after that; recommending that at least one peer reviewer be external; and the review should demonstrate professional growth for different courses, different semesters, and different years.

Step II is the process. The department head or designee would initiate the peer review process. Peer reviewers will be selected and assigned to conduct the review. A pre-observational face-to-face meeting with the reviewers(s) and faculty member about one week prior to beginning the observation and the faculty member provides access to the course materials; at least two observations (class visits) per reviewer per course; teaching and instruction are highly individualized activities and the review should not be scripted; data collected for a peer review may consist of, but not limited to, classroom observations; review of syllabus and supporting course materials; analysis of assignments and evaluation criteria; and other criteria.

The reviewer(s) and faculty member meet within one week following completion of all teaching observations for the post-observational meeting where the reviewer will present a draft report for discussion and the final report, written by the committee member(s) and submitted to the department head and copied to the reviewed faculty member prior to the start of the next semester.

Step III is the written report, consisting of the executive summary (maximum of two pages), descriptive information (dates of review, name of reviewer, course name/number, number of students), the narrative (kind of data collected), and constructive recommendations (suggestions for improvement).

It was suggested that the sentences in the first two paragraphs be switched to avoid confusion with the promotion and tenure process. The report is tabled to the next meeting.

CALS Curriculum Committee:

Reese Voshell reported that the Curriculum Committee reviewed and approved with revisions 9 items.

2 New courses: HNFE 2804 Exercise and Health and AEE/HNFE 6234 Theory and Practice of Community-based Participatory Research

4 Revised courses: HNFE 3034 Methods of Human Health Assessment, DASC 1574 DASC First Year Experience, BCHM 1014 First Year Experience in Biochemistry, and APSC 1504 Animal and Poultry Sciences First Year Experience.

1 Department name change: From Agricultural and Extension Education to Agricultural, Community, and Leadership Education.

2 Academic policies: W Grade Policy – Draft dated November 18, 2013; and Repeated Course Enrollment Policy – draft dated November 18, 2013.

A proposed new minor (HORT Viticulture) was reviewed and sent back to the department of modifications. The committee was

Committee on Extension and Research Program Policy: This committee is scheduled to meet soon.

Committee on International Program Policy:

Sean O'Keefe reported that there is a MOU in process with the Ural State Agricultural University. This is a historic University set up by Katherine the Great. The director is coming for meetings next week. Another MOU is in progress with a Chinese University.

The web site has a new look and looks excellent.

There is a renewed exchange with the University of Free State South Africa. Two faculty and two student exchange students will visit SA in the next year. Discussions are ongoing to enhance student exchanges and recruiting.

Updates from Dean and Associate Deans:

Academic Programs

Susan Sumner thanked the CAPP Committee for their hard work this year. Spring break is March 8-16. She asked Mike Ellerbrock to report on the Winter session. He stated there were some advertising problems but the on-line enrollment was modest. Susan Sumner said more teaching and more publicity is recommended.

The 4th Summer Academy for incoming freshmen is scheduled.

The University Commencement will be held on May 16, undergraduates at 9am and graduates at noon. The College Commencement will be held on May 17 at 11:30am.

The Outstanding Senior Reception will be held on May 16 at 4:00pm.

She would like to encourage more nominations for the Certificate for Teaching Excellence.

For the On-line Masters program, they are collaborating with Distance Education and Communications for promoting the program. The University is discussing the difference in tuition which will go before the BOV in March.

Virginia Cooperative Extension

Ed Jones reported that the Winter Conference is scheduled for February 25-27, 2014. He gave an open invitation.

The 2014 Extension Centennial will be celebrated on May 8. Dignitaries have been invited.

The Symposium on Outreach will be held this fall.

Research

Saied Mostaghimi reported that there will be a two-day bus tour of the ARECs (Shenandoah, Winchester, and MARE Center) on June 10-11, 2014, with lodging in Winchester. An external evaluation of the entire VAES system (Campus, Farm, ARECs) will take place in November.

The capacity grants are used to stimulate basic and translational research, foster agricultural outreach and to enhance research and Extension activities at the Southwest Virginia, Shenandoah Valley and Southern Piedmont ARECs. There are five proposals.

A Request for Proposals involving DelMarva (Delaware, Maryland and Virginia) universities is expected in the near future.

He encourages more participation for the Outstanding Graduate Student nominations.

The recipient for the Excellence in Research Award will be announced in a couple of weeks.

CALS

Alan Grant welcomed Matt Hulver as the new department head for Human Nutrition, Foods, and Exercise.

With the General Assembly still in session, we are hopeful that we will receive authorization to continue the preliminary designs and planning of the Phase II Dairy relocation project.

Federal FY14 Appropriations have been finalized.

The Joint Caret/AHS meeting will be held March 2-5, 2014, and will focus on priorities for FY2015 federal budget.

Announcements:

Alan Grant reminded everyone of Dr. William Lewis' visits to the college and encouraged participation.

Jamie Lucero reminded everyone to RSVP by March 1 for the HABB1 Grand Opening on March 21.

Susan Sumner thanked Reese Voshell, who will be retiring, for his work on the council.

The next Council meeting will be scheduled to take place near the end of the semester.

Reese Voshell moved to adjourn; meeting adjourned at 11:45am.

Respectfully submitted,
Sheila Norman, Recorder