

## DEAN'S COUNCIL MEETING

April 18, 2014

4:00 P.M. – Dean's Office

### MEMEBERS:

Ron Rosati	Scott Mickelsen	Jan Gilbert
Eric Reed	Brad Ramsdale	Doug Smith
Barb Berg	Paul Clark	Dottie Evans
Diana Klein (Recorder)	Jennifer McConville (Absent)	

The NCTA Dean's Council Meeting was called to order at 4:05 P.M. with the above referenced individuals in attendance.

### WELCOME

Dr. Rosati welcomed everyone to the meeting.

### DEAN'S COUNCIL MINUTES APPROVAL

- ✓ Dean's Council Minutes from 4/4/14 were reviewed and approved.
- ✓ Dr. Rosati made a motion to approve and Doug Smith seconded the motion.

### ACCREDITATION UPDATE

- ✓ Dottie Evans, Dr. Mickelsen, and Dr. Rosati attended the Higher Learning Commission Annual Conference in Chicago April 11<sup>th</sup> – 14<sup>th</sup>.
- ✓ Dottie mentioned the Higher Learning Commission has really streamlined the reporting process
  - We now will have a database that we can input the evidence and arguments as to why we should be accredited.
- ✓ Dr. Rosati reported that their visit to campus will be shorter, but there will be more people here.
  - They will be checking syllabi, credit hours, classes, student learning outcomes etc.
  - It is imperative that we make sure the class times, credit hours, etc follows the syllabi.
  - As an institution make sure we are doing everything we can to make us a better institution.
  - Accreditation team will survey the students.
  - We will need to look at our average credit load and reassess some things

- ✓ Scott mentioned that the Federal Government is looking into the Federal Standards so that the institutions are made more accountable.
- ✓ The first Accreditation Steering Committee meeting was held on April 17, 2014
  - They will hold meetings bi-weekly for right now.

### **PROCEDURES FOR STUDENT RETENTION**

- ✓ We are working hard on increasing enrollment by retaining current students, and recruiting new students.
- ✓ Would like everyone to be involved in helping students be successful.
- ✓ Kevin Martin will take the lead on Retention.
  - He is working on putting information together so we have a Fall to Fall comparison, and Spring to Spring comparison.
  - He is also working on showing rates by class.
- ✓ Kevin Martin and Dr. Mickelsen are working on an “early” alert system in helping with retaining students.
- ✓ Barb Berg recommended that the students have access to a Mental Health Counselor if needed
  - It was agreed that this would be very beneficial.

### **FEEDBACK ON EMPLOYEE EVALUATION PROCESS**

- ✓ Dr. Rosati recommended that we start the process sooner so we have more time to do evaluations.
  - Mentioned it would be nice if we could start around January 15.
- ✓ Dr. Rosati would also like to see the Staff Evaluation forms combined into one form, so it is easier to follow and keep track of.
  - Currently there are two forms for the Staff Evaluation.
- ✓ Dr. Mickelsen reported there is currently nowhere to document if goals are met, on the Staff Evaluation form.
  - He would like the staff to do a quarterly status update on their goals to see why or why not they are completing them.
- ✓ Jan Gilbert said she would discuss with the Linda Cole the following items:
  - Timing of evaluations, combining the Staff Evaluation Form, a place for Staff to update their goals, and removing lines in the forms and replace with a text box.
  - She will report back at our next meeting on May 9<sup>th</sup>.

## **RECOMMENDATIONS FOR PEOPLE TO RECEIVE A COPY OF THE STRATEGIC PLAN**

- ✓ It was recommended that a copy of the Strategic Plan be given to the following people: Commodity Groups, NCTA Partners, Advisory Committee Members, the group that helped develop the Strategic Plan, Higher Education, High Schools, Government Officials, Coordinating Commission, Department of Education, State Representatives, and State Appropriations Committee.

## **APPROVAL OF NEW MISSION STATEMENT**

- ✓ Dr. Rosati has asked for permission to use a new mission statement.
- ✓ It is currently be reviewed and we are just waiting to hear back.
- ✓ We will begin to use as soon as we get approval.
  - Weill need to be sure to change the signs etc on campus that have the old Mission Statement

## **DISCUSSION OF AN END OF THE YEAR BBQ**

- ✓ Dr. Rosati would like to have an end of the year picnic/bbq for Faculty, Staff and their families.
- ✓ Doug Smith suggested we use our own beef, since we are having one of our cows processed at Willow Creek Meats in McCook.
- ✓ It was suggested that we do it some evening the week after graduation, and after the grades are turned in.
- ✓ Dr. Rosati asked Scott to coordinate the event and he agreed to do so.

## **LIST OF ACCOMPLISHMENTS FOR THIS ACADEMIC YEAR**

- ✓ Dr. Rosati has asked everyone to send Diana a list of 5-10 accomplishments for their divisions etc, by the end of next week, April 25<sup>th</sup>.
- ✓ Diana will work on compiling the list.

## **100 COW HEIFER DONATION STATUS**

- ✓ Dr. Rosati reported we are working on expanding the program
  - Would like to work with the Nebraska Cattlemen to see if they would donate some heifers to our students.
    - They are hoping to work with sophomore students that are eligible.
    - Hoping they can donate 15 heifers a year, rotating every 5 years so a cattlemen would get a heifer every 5 years.
  - Students in our 100 cow program would start to develop assets while they are in our program

- We would like to attend the Cattlemen's Convention in December.
- Paul wanted to know if a person could donate cash instead of donating a live animal.
  - Scott said he would work with Ann Bruntz to put this as one of our foundation initiatives.
- Doug reported he will try and push for a USDA Grant for the program also.
  - Doug is working with Mary Crawford on this initiative.
- ✓ Dr. Rosati met with the USDA in Washington, DC.
  - He said they knew all about our 100 cow program, and are pushing other states to follow our model.

### **SCANTRON**

- ✓ Scott reported that we are still looking at and investigating different options.

### **MID-PLAINS HORTICULTURE & SPANISH COLLABORATION**

- ✓ Dr. Mickelsen and Eric reported that the Spanish class has been approved, and that we are working on finding an instructor.
  - Hoping to work something out with Mid-Plains, and are still working on some options.

### **SATELLITE PAINTING**

- ✓ Jan reported that Barb Berg ascended the work order to paint the satellite.
  - The satellite will be made obsolete and removed from in front of the Vet Tech building.

### **BUDGET ADVISORY COMMITTEE**

- ✓ Paul reported that good progress is being made.
- ✓ He has new data he is working on inputting and then will have all of the historical data in.
- ✓ Unit managers are doing a good job of tracking the detail that goes into the line items in the budget.

## **MCCOOK PROJECT**

- ✓ Dr. Rosati reported to the group about a project we are looking into in McCook.
- ✓ The project would involve a McCook Community Group, and McCook Community College.
  - The program would include culinary arts, meat science, and vegetable production.
- ✓ Partnership with McCook Community College:
  - They would hand the Culinary Arts.
  - We would handle the Meat Science, and Vegetable Production.
  - Still in discussions about the process and who would do what.
- ✓ If this moves forward we would need to develop a Meat Science Program.
  - The students would learn the basics of meat cutting at NCTA the first year.
    - We would need to build a meats lab. Several options for places have been discussed.
  - The second year the students would go down and work in an inspected meat facility for a semester.
    - The hope is that there would be a retail meat counter and restaurant that would sell the meat.
- ✓ Vegetable Production
  - We would need to scale up our vegetable production on campus.
  - Ramp up the places where we market the vegetables.
  - Discussions about a restaurant in McCook that would be run by the Culinary Arts program.
    - We produce the food, and they would cook and sell it.
- ✓ This project is still in the early stages and discussions.
- ✓ Paul asked if we could collaborate with McCook Community College in other courses as well.
  - He needs a Calculus Course for Transfer Students.
  - Dr. Rosati mentioned we will add this to our discussions with them.

## **STANDARD ACADEMIC PROCEDURES**

- ✓ The group reviewed the draft of the Proposed Classroom Policy.
- ✓ Dr. Rosati mentioned one addition is that all classes have to meet at the date, time and location of their classes unless they have an excused absence.
  - This is an Accreditation Guideline as well as helping us if we need to locate a Faculty Member or Student in an emergency situation

- ✓ Dr. Rosati also made note that Faculty will not cancel classes due to weather.
  - This needs to happen at an Institutional level.
  - However if the Faculty member cannot travel due the weather there will be provisions for that.
- ✓ Credit Hours need to comply with the NCTA credit hour policy.
- ✓ Barb asked if there is a sick leave policy for 9-month faculty members.
  - Scott said yes there is a policy and it needs to be used.
- ✓ Dr. Rosati asked everyone to review the policy and we will discuss it further at the next Dean's Council Meeting.

#### **PROFESSOR OF PRACTICE UPDATE**

- ✓ Dr. Rosati stated we want to take advantage of being able to teach UNL courses at NCTA.
- ✓ We are working on getting applications together to send to UNL for them to review and see if our faculty fit the criteria to be able to teach UNL courses.
  - Scott is working on the internal process.
- ✓ We will discuss further at the next Dean's Council Meeting.

#### **SUMMER INSTITUTE FOR ONLINE TEACHING**

- ✓ There was a group on campus on April 16<sup>th</sup> & 17<sup>th</sup> to meet with faculty about online teaching.
- ✓ There were will be a 2 day workshop in Lincoln this summer and Dr. Rosati and Dr. Mickelsen agreed that they would pay the travel expenses for any of the faculty if they would like to attend the workshop.
  - Great opportunity for faculty to learn to teach online classes.
- ✓ Scott is checking into the details of the workshop and will let the division chairs know.

#### **EXECUTIVE MEMORANDUM NO. 12**

- ✓ The memorandum has recently been updated and was presented to the group for review.
- ✓ Dr. Rosati pointed out several key points:
  - 1A – NCTA is a campus of the University of Nebraska.
    - We are our own campus and are part of the University of Nebraska.
  - 1A – We are assisted by UNL
    - There has been a lot of discussion on the word “assisted”.
    - This is separating us from UNL.
    - We get help from UNL but are not part of UNL.

- 1B – We are a sub program of the University and are closely aligned with IANR (Institute of Agriculture and Natural Resources)
- 1B – UNL can charge NCTA just like they charge everyone else at UNL.
  - There will be a 5% cost “tax” to revolving funds starting on July 1, 2014.
- 2B – The faculty of NCTA shall have faculty status in IANR’s CASNR (College of Agricultural Sciences and Natural Resources).
- 5 – Students and faculty will have access to the UNL library system.

#### **GUIDELINES FOR PROMOTION AND REAPPOINTMENT**

- ✓ It was noted that the policy will be reviewed and updated this summer.