



**Board on Agricultural Assembly (BAA)  
Academic Programs Section (APS)  
Western Academic Programs Directors Meeting  
July 16, 2007  
Jackson Hole, Wyoming**

**ATTENDANCE**

Charles Boyer (Fresno State Univ.), Stella Coakley (Oregon State Univ.), Nancy Irlbeck (Colorado State Univ.), Jim Wangberg (Univ. of Wyoming), Bob Gough (Montana State Univ.), Dave Cox (Univ. of Arizona), Dave Wehner (Cal Poly San Luis Obispo), Ian Maw (NASULGC), Wes Holley (New Mexico State Univ.), Carol Condit (Univ. of Nevada, Reno), Charly Kinoshita (Univ. of Hawaii), John Foltz (Univ. of Idaho)

Chair Charly Kinoshita called the meeting to order at 2:00 p.m.

**MINUTES OF MARCH 1, 2007**

The minutes of the March 1, 2007 spring meetings in Washington, D.C. were approved as distributed. Thanks to Nancy Irlbeck for taking minutes in the absence of Chair Elect/Secretary John Foltz.

**INTRODUCTIONS**

All participants made self-introductions.

**NASULGC REPORT**

**Wendy Fink** - Ian Maw reported that Wendy Fink has joined the NASULGC staff in Washington, D.C. working with Ian and APS. Anybody attending the joint COPS meeting next week will meet her. She has responsibility for updating the APS directory, and will also be helping with the NASULGC website and the salary survey. She is also the “go to” person for energy initiatives working with the Boards of Oceans and Atmospheres and Natural Resources.

**Assessments** – Ian reported that 23 institutions have not paid. We are about where we have been historically from a payment standpoint. APS had approximately \$105,000 in carryforward for this year. An audit was completed 2 weeks ago. Approximately \$20,000 is due to Texas A&M for payment for the follow-up to the Natl. Academy of Sciences Academic Summit, and Ian is waiting for reconciliation.

*Natl. Academy of Sciences Academic Summit* – a final report has been drafted, but the finished report will not be out until Dec. '07 or Jan. '08.

*Appropriations* – Appropriations hearings are ongoing. Ian indicated that higher ed funds are \$32 million short. Cornerstone is working with NASULGC on the Hill for us. The earmark issue is still looming.

*Joint COPS meeting* – in Philadelphia next week. A good program has been put together.

*Farm Bill* – the Manager's Markup came out last Friday evening. Ian feels that it is a good bill. It reorganizes REE (Research, Extension and Education) into an institute with 6 "program" institutes. It is less prescriptive in terms of dollars. It has 2 budgets – 1 for fundamental research and 1 for applied research and education. Ian indicated that Colien Hefferan has indicated that USDA's budget priorities are for undergrad and grad education even above the NRI. We won't know the numbers until the President's budget comes out in February 2008. Ian is disappointed that we did not get "approval" for full overhead on grants. If the Farm Bill does not pass this year, the research initiative may go forward as a free-standing bill.

## **REGIONAL TEACHING WORKSHOP**

Dave Cox from University of Arizona passed out a brochure and a flyer on the Regional Teaching Workshop to be held at the University of Arizona September 21-22, 2007. Dave indicated that Friday's topics are geared towards assistant Deans, Advisors and Recruiters. The launch of the teaching symposium will be Friday evening. The Symposium continues on Saturday and runs through the day and concludes Sat. evening. Jim Knight on Dave's faculty is taking the lead and has put the program together. Dave indicated that there is a "smattering" of Ag Ed is this conference and it is patterned after the Omega conference which focuses on the Science of Teaching, and is based on the research base for teaching and learning.

The Regional Teaching Workshop rotates to New Mexico next year.

Discussion – John Foltz indicated that WSU has a new Associate Dean, who had been a presenter at the Teaching Workshop hosted by Colorado State 2 years ago. Jim Wangberg indicated that it seems to be harder and harder to get faculty to go to the Workshops even when he pays. Dave Cox indicated the timing of the Workshop has been in September as it is hard to get people to go in the winter (too cold) or summer (too hot – sounds like Goldilocks to me - Foltz editorial comment ☺). He indicated that people may want to fly into Phoenix and drive to Tucson – it may be cheaper, and is less than a 2 hour drive. Charlie Kinoshita indicated he pays the whole fee and airfare for faculty and still struggles to get attendance.

## **INSTITUTIONAL REPORTS**

*Univ. of Arizona – Dave Cox:* See attached.

*Montana State Univ. – Bob Gough:* See attached.

**Univ. of Wyoming – Jim Wangberg:** Jim indicated that he feels that the Univ. of Wyoming has recognized teaching in the P & T process since he has been there, and he is convinced that teaching is rewarded. He feels that the position description helps a lot, combined with a consistent message from the Administration. Jim passed out a NACTA article he wrote on Multiculturalism in the Classroom. This was the basis for a new class he has taught. Here is the article on the internet:

[http://findarticles.com/p/articles/mi\\_qa4062/is\\_200606/ai\\_n16608740](http://findarticles.com/p/articles/mi_qa4062/is_200606/ai_n16608740)

Jim also announced that the University of Wyoming will no longer be doing the cooperative agreement with USDA for the NASULGC/USDA awards and Teaching workshops. This is a \$109,000 grant that expires in December of this year and provides the hosting institution with some clerical support and a graduate assistant.

**Colorado State Univ. – Nancy Irlbeck:** See attached.

**Oregon State Univ. – Setlla Coakley:** See attached.

**Fresno State Univ. – Charles Boyer:** Charles indicated that they have a student-based farm right next to campus and farm and processed products are sold at a student farmer's market. He indicated that their Ambassador program is open to any student who wants to take the class and "give back."

**Univ. of Idaho – John Foltz:** See attached.

**Univ. of Nevada – Carol Condit:** the University is starting to use Living and Learning communities.

**Univ. of Hawaii – Charly Kinoshita:** See attached. Charly indicated that they have had an increase in student numbers.

Mike Harrington joined the meeting and gave an Executive Directors update – see below.

**Univ. of New Mexico – Wes Holley:** Wes indicated things are going well at UNM.

**Cal Poly San Luis Obispo – Dave Wehner:** Dave indicated that Cal Poly's farm has \$3 million in annual sales. Crem Fresh – a cultured sour cream product is one of their innovative products. Cal Poly has a 100 acre vineyard that was supported by Gallo Wines and also have 70 acres of avocado production. Cal Poly's faculty have 100% teaching appointments. Their College has a formal mentoring program for new faculty and student and peer evaluations enter into the Promotion and Tenure process for faculty.

## **EXECUTIVE DIRECTOR'S REPORT**

Mike Harrington indicated that about 90% of CREATE 21 is in the new Farm Bill (House version) and slightly less in the Senate version. Overall things are fairly positive. Mike stated that there is an upcoming CSREES Grants workshop at the Holiday Inn in Denver, and that travel grants are available for 1890 and 1994 institutions.

There are education and outreach components for the Energy Science program. Mike has put together an online survey regarding this program and encouraged APS, Extension and Experiment Stations to respond. He has received 60 responses (including 28 from the Western Region). He will use this information to plan a workshop, scheduled for September 5-6. USDA Undersecretary Gale Buchanan asked Mike to serve on a committee to plan this workshop, and they have identified 18 people from Universities that should be invited.

## **FACULTY ADVISING**

The group had a short discussion on how credit is given to faculty that do advising.

## **USDA HIGHER ED CHALLENGE CRANT PROGRAM**

Charly Kinoshita asked for possible ideas for a potential Western consortium to submit a grant proposal to the USDA Higher Ed Challenge Grant Program. Anybody that is interested in participating should send their ideas to Charly. 100% match is required for this program. Ideas might revolve around bioenergy or food security. The Western Sun Grant Program is heavy on research, but might want help with the academic component.

## **MAKING WESTERN APS MORE EFFECTIVE**

Charly asked the group if there are ways we can make the Western APS more effective. Ideas were to allow more time to discuss issues; maybe focus on one issue in-depth.

## **NASULGC/USDA TEACHING AWARDS**

University of Arizona and University of Idaho each had one winner. A discussion ensued regarding how to make candidates competitive. John Foltz suggested that the Western APS sponsor a Regional Teaching Award. We could use the USDA format. The group will discuss at the Western Region Teaching Symposium.

## **NEW BUSINESS**

None

## **ELECTION OF OFFICERS**

Nancy Irlbeck (Colorado State Univ.) was nominated and elected Chair Elect/Secretary.

Charly Kinoshita's last meeting as chair will be the NASULGC meetings in New York this fall.

Meeting was adjourned at 4:55 p.m.

Respectfully submitted,  
John Foltz  
Secretary

## Supplement to Institution Reports

*University of Arizona – Dave Cox:*

### 7.1 Measures to improve student engagement

The major thing we have done is to analyze student outcomes assessment and reorganize selected curricula and programs to enhance the concept of “what can our graduates do?” In doing so, each program at the undergraduate and graduate level reviewed courses and programs in the light of outcomes. Using advisory committees along with faculty committees, the competencies have been assessed and curricular changes have occurred. Laboratories have been established (or re-established) for some courses, student practicums initiated, and internships expanded. Using student preceptors in a variety of courses has also been expanded. At the graduate level, we have attempted to “blur” the distinction between RA and TA positions by requiring both teaching and research experiences during the program of study.

Student clubs and organizations have seen a bit of resurgence in the past couple of years, thereby giving students opportunities to engage, develop networks, and improve leadership. WE expanded our Leadership Development course in Agricultural Education and made it accessible across the college and university.

### 7.2 Measures to increase recognition of teaching in tenure and promotion

The major success story here is in using the position description as the basis for faculty evaluation, including modification of the split appointments to recognize teaching. Some success has been achieved and progress continues to be made.

### 7.3 Best practices that could be emulated

I am not sure we do anything which might be emulated, but if I recommended anything, it would be to work on developing student outcomes assessment and specific position descriptions for individual faculty members.

Dave Cox  
Vice Dean and Director  
Academic Programs

**Montana State University – Bob Gough:**

**A. Measures to improve student engagement**

1. Inform them that participation in student clubs counts enormously toward award of scholarships. The College of Agriculture (COA) has 14 student clubs and organizations.

2. A 1 hour general COA orientation for all incoming freshmen and transfer students

3. A full semester, 1 credit course: Ag 280, An Introduction to Agriculture and Natural Resources. This is to provide a general overview of the COA, a history of the Land Grant System, and overviews of each of our COA departments. Additionally, the hope is that it will build in the students a sense of belonging to a cohort

4. A welcome-back BBQ sponsored by Ag Student Council that promotes club involvement.

5. The Dean and Assoc. Dean have dinner with all of our Native American students once per year to promote honest discourse.

6. The Dean and Assoc. Dean have dinner with all of our 4.0 students once per year to promote honest discourse.

**B. Measures to increase recognition of teaching in tenure and promotion.**

1. Promote faculty for society and university teaching awards.

2. The Assoc. Dean evaluates each instructor at least once on teaching ability by viewing a class(s) and reviewing handouts, syllabi, exams, etc. Each department head also does this as well prior to P+T decisions. The values of Knapp, Alaemoni and other standardized evaluation instruments are decreasing in annual evaluation and now play a role adjunct to those of in-class evaluations mentioned above. Additionally, instructors are evaluated on their advising abilities and on their service as advisors to student clubs.

3. Some departments have implemented an in-depth assessment of teaching review by a committee of at least three colleagues prior to any formal P+T decision. Committee members are faculty outside of the designated department.

4. Refereed publications dealing with pedagogy are expected for someone with a majority teaching appointment and strongly encouraged for all who teach.

**C. Best practices that could be emulated at other institutions.**

A 3; B 3, 4; D 3, 5

**D. Other important developments**

1. The Assoc. Dean meets with all students on college and university probation and on “suspend warning” status.

2. Each department as well as the Assoc. Dean’s office, contacts all students in mid summer who have not yet registered for Fall semester to urge them to do so quickly.

3. The Assoc. Dean visits about 10 high schools per year in addition to other outreach efforts to build awareness of the programs in the COA.

4. The Assoc. Dean works closely with the state association of AG Ed teachers to build awareness of our COA programs with that group.

5. The Assoc. Dean meets with students who are shown as being “at risk” on the CSI (College Student Inventory) to assess their needs and to offer assistance.

*Colorado State University – Nancy Irlbeck*

**Colorado State University Report  
Student Engagement  
Summer WAP Section Meetings  
16 July 2007 – Jackson Hole WY**

Measures to improve student engagement

1. Freshman Seminar – Ag Family
2. Transfer Seminar – Ag Family
3. Ram Camp
4. Back to School Picnic
5. Ag Ambassadors
6. Commencement Brunch
7. Scholarship Recognition
8. Ram Mail

Measures to increase recognition of teaching in tenure and promotion.

1. Teaching and Learning Center – Dr Mike Palmquist
2. Change P&T document
3. Recognition of teaching and advising - Awards

Best practices that could be emulated at other institutions.

1. Master Teacher Initiative
2. Discussion with the Associate Dean
3. Teaching Resources

Other important developments.



## *Oregon State University – Stella Coakley*

Academic Programs  
College of Agricultural Sciences  
Oregon State University

Contact: Stella Melugin Coakley, Associate Dean, stella.coakley@oregonstate.edu

7.1 Measures to improve student engagement: The College embraces multiple approaches to student success both inside and outside the classroom and laboratory. These include:

- 30 student organizations provide co-curricular activities and learning; an umbrella student organization provides coordination and paid staff (usually a graduate student in agricultural education) works with the group to maximize professional development opportunities.
- Summer internships on campus are offered with core funding from the Howard Hughes Medical Institute and added to by centers and departments; 45 students supervised university wide with 22 associated with our college faculty
- Review and updating of curriculum
- Financial assistance is provided for off-campus internships (volunteer or limited pay) including international

7.2 Promotion and tenure at Oregon State University is related to the individual position description and roughly divided into three areas: A) Teaching, Research, Extension and other assigned duties; B) Scholarship and Creative activity, and C) Service. Each tenure track position requires a minimum of 15% scholarship; although that can be in the scholarship of teaching, for most positions, it is in research. All courses are student evaluated using a university evaluation tool; peer teaching evaluation has been a component of dossiers for many years. Overall, it is necessary to be doing a good to excellent job in the area of teaching in order to assure tenure and promotion.

7.3 Best practices: Working to ensure new faculty have development opportunities in both teaching and research. Providing a more structured opportunity for cohort interactions across the college.

7.4 Other developments: We have spent the past year evaluating our college's office that handles academic and student related matters and have been in a period of transition. We are in the final stages of selecting a new assistant dean for Academic Programs; the office was previously overseen by a professional faculty member/head advisor. We anticipate more active recruiting, retention, and curricular evaluation/revision for the college in the year ahead. The assistant dean will most likely attend the regional and national academic program meetings starting in the winter of 2008.

Academic Programs  
College of Agricultural and Life Sciences  
University of Idaho

**7.1 Measures to improve student engagement**

I. Existing/Continuing Activities - we do many of the “typical” things:

A. We have a student government for the College of Agricultural and Life Sciences (CALs): Agricultural Student Affairs Council or AgSAC for short. They sponsor the following activities

a. Monthly/ Bi-Monthly meetings for announcements, planning of the following activities

1. Fall Welcome Back picnic
2. Fall Ag Days
  - a. Alumni/Student/Prospective Student Event
3. CALs Career Day
4. Spring Awards Banquet
5. Periodic fun activities for students

B. My office supports student club tours and trips.

C. CALs Ambassadors – we support 20-25 students to do student recruiting for the College.

II. New Activities:

A. We have implemented 2 inaugural short-term study abroad programs.

- a. Week to week and a half trips to Mexico and Taiwan.
- b. We have relationships with Universities in both countries.
- c. They have helped house our students

B. Hired a part-time internship coordinator for our College

a. Some success – matching students with internship opportunities and generating some new internships.

C. Campus Service Projects

- a. AgSAC has sponsored several on-campus service projects in the past 2 years
  1. Planting of bulbs around College of Ag & Life Sciences building
  2. Work in the University Arboretum.

D. Helped support a new ¼ scale tractor team

1. Biological and Agricultural Engineering Students used it as their senior design project.

E. Improved opportunities for our CALs Ambassadors

1. a faculty ice cream social – a chance for the Ambassadors to interact with our faculty and find out about research, projects etc. going on in departments.
2. Additional travel opportunities for Ambassadors – National and State FFA and FCCLA conventions; National Ambassador conference.

F. Academic War on Hunger

a. Our College initiated this campus-wide effort patterned after Auburn University's War on Hunger campaign which partners with the United Nations World Food program.

G. New club – International Textiles Club – new student club focusing on textiles.

H. New CALS Visitation scholarship. This is a new scholarship that we instituted for prospective students. \$250 paid upon enrolling in our College – 3 requirements:

a. 2 tours/visits with our New Student Services office; b. Meet with Associate Dean or CALS Student recruiter; c. Meet with a CALS departmental faculty member. Promotes student engagement and involvement with faculty and staff.

III. Planned Activities

A. Undergraduate Research Fair

1. Our Microbiology, Molecular Biology and Biochemistry Dept. already does this. I hope to expand it to all departments in our College.

B. University of Idaho Science Fair

1. Primarily as a recruiting effort, but will help with student engagement, as students can be involved with planning and implementation.

**7.2 Measures to increase recognition of teaching in tenure and promotion**

- I. Nominate faculty for NASULGC teaching awards.
- II. Nominate faculty for NACTA teaching awards.
- III. Encourage faculty to do research on and publish results from teaching studies.
- IV. College of Agricultural and Life Sciences has offered an outstanding teacher award for a number of years.

**7.3 Best practices that could be emulated at other institutions.**

I. Department chairs meetings – separate from Unit Administrators meeting that the Dean holds.

II. Departmental “contacts” meetings – meet regularly with the departmental people that we rely on quite a bit – for student issues, input for awards program, prospective student visits.

III. Advisor meetings – periodic meetings with some of our key advisors – issues, updates, information they can use in student recruiting.

IV. Use of College curriculum committee – we call this group APAC (Academic Programs Advisory Committee), historically used for approving curriculum changes. I am also asking them to assist me in the process of readmitting students on disqualification. In the past these appeals for readmission have come to me for my yes or no, and I have asked this committee to give me a recommendation vote. I believe this forces the students to take this issue more seriously, and it gives me additional “eyes” to look at the situation.

V. At the University of Idaho, we recently established a chapter of NACADA (National Academic Advising Association). This has given much more visibility to advising, and has allowed both faculty and staff to interact and focus discussion on this important academic piece. We have held an annual Advising symposium for the past 4 years, and providing guidance and templates for academic advising that have been broadly used and adopted.

## **8.0 Advising Loads**

At the University of Idaho, we give credit for advising according to the following description, which we have put together as guidelines for P & T:

### Undergraduate advising

Faculty may obtain credit at ~0.25% FTE/advisee, depending on departmental expectations. Minimum expectations for a score of 3 include competent academic advising, timely graduation and career mentoring.

Faculty may exceed minimum expectations by:

- providing additional assistance to students including: nominations for scholarships and awards, letters of recommendation for graduate and professional school, job and internship placement, and graduate school placement;
- participation in recruitment and retention activities

### Graduate advising

Academic advising of graduate students (course selection, career guidance, etc.) falls within this category and should be given credit at ~0.25% FTE/advisee, depending on departmental expectations. Research training and thesis preparation (500, 600 level courses and research activities) are credited under teaching and/or scholarship. Minimum expectations for a score of 3 include competent academic advising and career mentoring for timely completion of the degree.

Faculty may exceed minimum expectations by:

- providing additional assistance to students including: nominations for scholarships and awards, letters of recommendation for graduate and professional school, job and internship placement, graduate and professional school placement;
- participation in recruitment and retention activities
- demonstrating a funding track record of funding for graduate students (assistantships, etc.)
- receipt of graduate research awards by their students
- timely publication of graduate student research in refereed journals

Effective advising can be evaluated using department head exit interviews and student advising surveys.

### Students clubs and activities

A major advising commitment to student clubs, judging competitions and related activities can be recognized with an appropriate workload assignment in advising. The workload commitment should be negotiated between the department head and faculty member and must not equate to a % effort which causes a significant reduction in % effort toward other expectations such as teaching and research.

**University of Hawaii at Manoa**

**Report by each institution.**

1. Measures to improve student engagement—event (effectiveness):
  - 1.1. Typical social events, e.g., Ice Cream Bash (6), Fall Event (5), Spring Event (6).
  - 1.2. Meaningful experience for scholarship recipients and Student Ambassadors (7).
  - 1.3. Student Ambassador program (4).
  - 1.4. Student clubs and organizations –quite inactive (2).
  - 1.5. Dean invites scholarship recipients to his residence for dinner; Academic Affairs office holds dinners for Student Ambassadors (5).
2. Measures to increase recognition of teaching in tenure and promotion:
  - 2.1. UHM has none and typically sends wrong message!
  - 2.2. College is presently establishing a formula to assign credit for instruction-related duties.
  - 2.3. Question: How many universities have progressive or successful programs?
3. Best practices that could be emulated at other institutions:
  - 3.1. None to share at this point.
4. Other important developments:
  - 4.1. Aim by University administration to move to revenue-based allocation model.