**FSAC Meeting**

**06/12/2013**

**10:10 a.m. – 2:00 p.m.**

Present: Dan Kugler, Gary Felton, Cheryl Hill, Elaine Long Bailey, Nia Fields, Amy Rhodes, Karen Reddersen, Dee Dee Allen, Trish Moore, Andrew Ristvey, Mary Kay Malinowski, and via phone Ria Malloy, and Debby Cunningham. Absent – Lis Maring.

Everyone introduced themselves and where they were from.

Dan began the meeting discussing the Plan of Organization (PoO) being outdated. It could not be revised until Promotion & Tenure had been updated. That is now complete. Dan and Tom have updated the plan and will contact the former committee members to reconvene and finish the plan for approval.

**Agenda Items:**

**Associate Dean and Associate Director for UME** – The position was announced on May 10 and closed July 1. There were problems with loading documents on E-Terp and this held up announcing the position. Interviews are preliminarily set for late September/early October.

**UME Strategic Plan** – Dan is working with the committee, CLOC (Center for Leadership and Organizational Change), and things are moving along. The plan should be written by the end of February 2014. The Appreciative Inquiry sessions are happening now, along with constituent sessions. The plan will be rolled out in April 2014. The Dean is working on the Strategic Plan for the college, as well.

**2014 UME Conference** – The conference will be March 26 and 27 and will be held at Loew’s in Annapolis. Plans are moving along nicely.

**Promotion & Tenure** – Read the *Newsline*. Six out of six were promoted: three out of three received promotion to Principle Agent and three were promoted to Senior Agent. There were no questions, inquiries, etc. from the college regarding any of the packets. The Provost’s office is beginning to understand our teaching methods. Juan is particularly pleased with the Teaching Effectiveness charts. Ben Beale and Dave Clement are chairing this year’s P&T committees.

**Ag Law Education Process** – Borne from the Hudson case, AGNR began working with the School of Law in November 2012 as what to do to educate and help the farming community with laws they face every day. Extension and UMES have an allocation and have met with farms, associations and 23 Ag Associations across the state to discuss priority law issues facing Maryland. The UM System Schools need to interact with each other instead of being standalone institutions. The committee met with MPower and hope they will fund 2nd year projects of $250,000. The proposal was delivered (AK houses the National Ag Law Center under the VP of Research Extension and eXtension for Ag Law and National Sea Grant Law Center is in MS). The committee is looking to be “the place to go” for the Eastern seaboard, but need to find funding. The responsibilities will be Research, Education and Law for legal issues and to provide a list of attorneys to litigate. The UM System’s responsibility is to help educate the understanding of the laws.

**UME AgNR & Sea Grant, FCS and 4-H** – Doug Lipton retired leaving the Sea Grant Assistant Director position open. AgNR is an extremely large group to manage. MDA does not believe that Ag is being managed and DNR says that Natural Resources is not being managed, so these areas are being rethought. It has been decided to split AgNR into Ag and Natural Resources & Aquatics (Sea Grant). Dan hopes to have this complete by July 1. There are Acting Directors in place and then searches and a hiring phase would need to be complete. Funding changes will take place. Elaine applauded this move and mentioned that she believes that UME colleagues are not seeing the “big picture,” and do not understand areas other than their own disciplines.

**AED Full Implementation** – both Southern Cluster AEDs will be on board on July 1. The mid-shore has been re-advertised. Baltimore City seems to stand alone as an Urban Center and it has been suggested that it should stay that way. Nia brought up clusters and the support of positions from other educators within a cluster; how does this work for cluster hires? This needs to be addressed soon.

**\*Needs action** – 1. Differences of expectations of Agents, FEAs and PAs. Are Agent’s the manager(s) of the program? If so, support needs to be given. 2. Signature Programs – where are they? 3. Defining these along with mentorship program. 4. Lots of committees and ideas with no record of what has happened historically. (Some minutes of various committees can be found on UME Answers-WIKI.)

**Admin Mondays** – College Park and UMES will be participating. UMES will begin participating in July. UMES will also be supplying one at-large member for FSAC to be announced shortly. (This position was announced later as Berran Rogers.)

**IEPs/CVs/AFRs** – coordination with campus departments (50 people with Extension percentage appointments). Dan is trying to build open relationships with chairs to see who is doing what. There is no one for promotion in 2015/2016 or 2016/2017. This is due to the hiring freeze that was in place. Nia suggested to begin encouraging educators to get a doctorate for possible promotion. What do department appointments do for Extension? And why don’t Department Chairs and Program Leaders share evaluation of these positions? Where does the Fruit Pathologist position stand?

**Conservation Innovation Grant** – P (phosphorous) filtration in Public Ditch Associations (PDAs) to remove 40-70% of P from streams. Frank Coale and Josh McGrath are working on this project and have partnered with the Delaware shore.

**Health Insurance Literacy Initiative (HILI)** – Maryland is the lead nationally for this program being developed and led by Lynn Little and Bonnie Braun.

**Other Items** –

E-commerce and E-newsletters, where do they stand? Technology moves forward and filling out registration forms and mailing them in with a check is not moving forward. Dan Ramia researched potential programs for online payments. Since EACs are individual corporations, they must purchase software separately to enable online charges for programs. EventBrite is being used with a 3% fee but users are not sure if it can handle registration choices when classes need to be chosen. Newsletters used to be created and e-mailed without the user needing to download pages. The new AgNR web system does not allow this to date. The alternative is to link newsletter to a webpage so the user does not need to download pages, which is usually not possible with the connections the majority of users have available. PG County uses “constant contacts” for distribution of their newsletters. Is there a university-wide program that can be used? Particularly, we need to keep in mind the need for such communications to be mobile-user-friendly.

**ACTION** – Dan will talk with Suran and Valerie to move this up on the To Do list.

It was stated the new website is not generally user friendly and difficult to find/navigate for specific information. Have IT send out a user survey or hold a connect session. Have IT let us know what they have on the To Do list so maybe we could help prioritize the list, as well as share what’s going well and what isn’t. When a recommendation is made to a user, the recommendation should be shared with all users.

Evaluations – How to get meaningful information. Qualtrics is new software that T is using. T needs help to stay on top of all of the items she is responsible for.

AgNR Lists on WebTools – Some of these lists need to be updated. Ann Lavigna is responsible for this. It was stated that Administrative Assistants are not on individual area lists such as 4-H, Ag and FCS.

AFR issues with CV showing everything since AFRs are now CVs. It has been suggested that people target about 15 pages for their CV when they submit it for tenure consideration. If the old AFR reports were brought back as a yearly in-depth review, the CV would be able to be the brief summary it is intended to be.

**Elections** – The chair-elect moves into the chair position. The chair-elect and secretary are each elected to one year terms.

Chair – Andrew Ristvey moves up from Chair elect

 Chair-elect – Dr. Gary Felton was nominated (Gary had already left the meeting)

 Secretary – Debby Cunningham was nominated (Debby had already disconnected)

**ACTION** - Andrew will contact both parties to see if they accept their nomination.

Dan thanked everyone for their attendance. With no further discussion, the meeting was adjourned at 2:00 p.m.

Future meeting date for 2013 is:

October 9 – face-to-face meeting at 4-H Center 10 am – 2 pm

Respectfully submitted,

Cheryl L. Hill

FSAC Secretary