

Department Heads Council

Meeting Minutes

March 27, 2007

10:30 a.m. – GT 297

Members Present:

Chris Allison, Martha Archuleta, Mark Anderson, Ron Byford, Lowell Catlett, LeRoy Daugherty, Tom Dormody, Joe Graham, Janet Green, Wendy Hamilton, Frank Hodnett, Wes Holley, Grant Kinzer, Steve Loring, Greg Mullins, Tim Nesbitt, Octavio Ramirez, Tim Ross, Barbara Wise, Mark Wise

Members Absent:

Wanda Eastman, Jeanne Gleason, Ron Gurley, Paul Gutierrez, Kris Havstad, John Mexal, Ricardo Rel, Raul Valdez

Guests:

Carlos Rosencrans, Tim McKimmie

1. Approval of Minutes from 1-23-07
Minutes approved as corrected
2. Faculty Senate Report
 - Carlos Rosencrans – Workload Committee is revising policy and putting a draft together, it will be available by email. New P& T policy going to Faculty Senate Committee first week in April. Committee has 3 seats to fill. Eligible depts. are FCS, FSLC, AEAB & ANRS. The term is 3 years. Wanda Eastman and Joe Pfeiffer are running for Faculty Senate chair.
3. Enrollment Number
 - Holley – 580 new students applied. 83 new transfers, 490 new freshman, 7 readmitted, 337 have been accepted. Based on the 337 accepted students our conversion rate would be 215 enrolled.
4. Awards Day
 - Elizabeth – Awards Day is April 19th in auditorium at 10:30 am. Lunch will follow for awardees & Guest.
 - Catlett – Departments must get better at nominating our Faculty and staff for awards. We have a lot of great people working for us. Send a memo to the Deans office with a name and what award and the awards committee will get the information about the nominees.
5. New Class – AGHE 335
 - McKimmie – Developed and will be teaching a new 335 level class on critical thinking, reading, writing and publishing in Agricultural Sciences. Class will begin Fall 2007 for 2 credits and will end before Thanksgiving.
6. Planning-To-Plan Task Force (information)
 - No discussion, informational only
7. Other:
 - Holley – NMSU.edu is official email address for Faculty and students.

- Daugherty – Bio Energy Workshop on 3/30/07 at 9:00 am in Wooten Hall; Daugherty and Holley are working on evaluations for Academic Dept. Heads.
- Tim Ross – Ross and Mullins ran the Bataan Memorial March. It was 26.2 miles. Dr. Catlett said we would pay the fee next year if anyone wears a College of Ag. T-shirt.
- Frank Hodnett: Tri-State 4-H completion between N.M., CO & Ariz. We will be represented by 49 agents and our specialists will attend.
- Mark Anderson - Would recommend all faculties to take a closer look at the changes in P&T policy.
- Catlett – Tim Nesbitt is now an Assistant Dean and Director of Business and Resources Planning; encourage dept heads to visit Vision Task Team Committee. Committee will be electing 3 new members. Purpose for the team is seeking input and guidance for the college; Drs. Holley, Daugherty, Gutierrez, and Loring will be going to Clovis and Eastern NM University in April to discuss collaboration on programs.
- Tim Nesbitt – The legislative session is complete. The legislature approved a 5% increase in compensation and an additional .75% increase to be applied to the employers share of Educational Retirement. The recommendation for the split of the 5% compensation increase has not yet been approved by the Board of Regents. Special initiatives were funded totaling \$1,282,000 (\$322,000 for AES and \$960,000 for CES). Additional funding has been approved for capital outlay projects to be announced after they are reviewed by the central administration here at NMSU. Evaluations are due immediately into the college personnel/payroll office. Every employee is required to sign and submit a Conflict of Interest Disclosure form along with their evaluation. The form is available on-line. If you have specific questions about the Conflict of Interest Disclosures form please contact NMSU Legal Council Bruce Kite at 646-2446.
- Joe Graham – Angel Charley's last day is this Friday and will be moving to VA.
- Dr. Green – Receiving \$1,000,000. to finish up student lockers & restrooms located near 100 West.
- Mark Wise – State FFA contest going on this week at the Pan American Center.
- Greg Mullins – Agronomy 100 – Intro Plant Science & ES110 - Intro Env. Science as been added as lab science course by NM Common Core Curriculum; Mary O'Connell ask that I pass out CD called Effective Strategies to Diversify Stem Faculty that was funded by NSF grant.
- Steve Loring – Working on annual Accomplishment & Result report. Will be sent to USDA/CSREES. Once it has been submitted the PDF version will be posted on website.

Meeting was adjourned by at 11:08 a.m.

Minutes submitted by Pam Miller

Minutes approved by: Lowell B Catlett


 Signature _____ Date 5/29/07