CTAHR Faculty Senate Meeting Minutes  
February 21, 2013, 10:30 AM, Sherman 103

Meeting called to order at 10:34 AM (waiting for a quorum of senators). The following senators and administrators attended:

Jon-Paul Bingham  
Rick Caulfield  
Michael Cheang  
Carl Evensen (Admin)  
Ken Grace (Admin)  
Travis Idol (President)  
Daniel Jenkins  
Charles Kinoshita (Admin)  
Yong Li  
Richard Manshart  
Tomoaki Miura  
Yanhan Nie  
Gernot Presting  
Ivette Stern  
Maria Stewart  
Ashley Stokes (VP)  
Corilee Watters

1) Meeting barely achieved quorum; Idol stressed the importance of attending the meetings, admonished those not in attendance, and requested that those present encourage their colleagues to attend (or obtain their votes by proxy).

2) Motion to approve minutes from September 28, 2012 meeting was advanced and seconded; motion was approved unanimously except for two abstentions who did not read them.

3) Committee reports
   a. Extension (Evensen- written report appended to these minutes)
      i. A survey developed by the Extension Committee was circulated to extension personnel (a copy was provided at the meeting and appended to these minutes), to understand issues related to continuing education, and to identify strategies to facilitate meeting these requirements; the survey also seeks to identify staff and faculty volunteers/ ideas to offer appropriate course opportunities (new staff and courses in distance education will facilitate meeting these needs of extension personnel).
      ii. Reviewed the development of the extension database- programmers have been hired to develop the system (but are in high demand so hard to keep- resulting in slower progress than desired). Database will facilitate management of events, registration, and participant information (clients, staff, and volunteers), automated event evaluation, etc. Due to privacy issues, access needs to be controlled.
      iii. Extension conference scheduled for earlier this month was canceled, due to the need to provide greater support for CTAHR strategic planning; after the collegewide sessions a specific follow up with extension personnel may be convened, and a follow up conference may be planned for later in the year.
      iv. Ashley Stokes added that tenure and promotion requirements for extension personnel was submitted to personnel committee for them to review for possible revision.
   b. Research- Tomoaki Miura reported that the committee has not yet met.
   c. Instruction (JP Bingham)- Currently reviewing 2 courses; the first one which went through and was signed off by department curriculum committee and chair appears to meet criteria to pass through University review- all submissions are required to go through this department level review.
d. Personnel (no report presented)
e. Elections- Travis Idol indicated that elections will occur before the next meeting, and Kheng Cheah has a system planned and will coordinate the elections.

4) Old/ on-going Business
   a. Vote to approve the CTAHR philosophy statement on agriculture (appended to CTAHR faculty senate meeting minutes from September 28, 2012)
      i. Charly Kinoshita reviewed the origin of the document (written by a committee from across a variety of constituencies in the College)
      ii. Travis Idol inquired how the statement would be used by the College- Kinoshita stressed that it will be used simply as a guiding principle for the College- mostly to inform the community that CTAHR is based on promoting science.
      iii. Motion to accept statement was advanced and seconded, and motion was approved unanimously.
   b. Vote to ratify the statement on creating a culture of regulatory compliance (presented by Ken Grace in September 2012 Senate meeting- statement is appended to the CTAHR faculty senate meeting minutes from September 28, 2012)
      i. Ken Grace indicated that the statement is a working document that is open for revision/improvement.
      ii. A new hire has been made by College to facilitate regulatory and safety compliance.
      iii. Motion to endorse statement was advanced, seconded, and approved unanimously.

5) New Business
   a. Discussion of proposal for 5 years of guaranteed funding support for new PhD students (lead by Charly Kinoshita)
      i. A history of the proposal was reviewed- approximately 1-2 years ago the administration proposed that it would be attractive to guarantee support for PhD candidates 5 years of funding (assuming satisfactory advancement towards graduation), to attract a better pool of students.
      ii. Cost and efficiency may be an issue- there is some perception from administration that some graduate programs are too large for graduates to be supported by viable employment in the community.
      iii. Some concern has been expressed that programs with successful extramural funding will be taxed to support less successful programs.
      iv. Kinoshita suggested that it would be better to have students supported by the College/University early on (first year) when they are primarily fulfilling course requirements (so that research funded GA’s would be used to support students involved primarily in research); cost would be prohibitive (would require $300M endowment?). The Vice Chancellor for Academic Affairs was skeptical of the practicality of such a model.
      v. Poll was conducted of many Universities in western region- only 5 land grant Universities responded, of which only one (UC Riverside) guarantees 5 years of funding for students making satisfactory progress.
vi. Travis Idol encouraged senators to communicate ideas and concerns to Charly Kinoshita.

b. New policy governing use of e-mail (discussion lead by Travis Idol)
   i. SEC met with Dean Maria Gallo on Tuesday about using lists administered through the CTAHR server; one option is to moderate these lists to ensure they related to official CTAHR business and activities.
   ii. CTAHR leadership has indicated that moderation of the lists is too cumbersome (e-mail volume is too high), so that a more practical route is to develop an official policy on appropriate use of e-mail lists.

c. At last SEC meeting, Kheng Cheah indicated concern about personal conflicts among faculty and staff, and expressed an interest in having policies governing conflict resolution and decorous/ collegial conduct.

d. Kheng also was interested in having graduate student involvement/ representation on personnel or other committees, for addressing graduate student issues.
   i. Some objections were made to having graduate students involved in faculty committees- as there is a potential conflict between faculty as employers and students as employees.
   ii. Others indicated that gaining the student perspective on issues would be helpful.

Meeting adjourned at 11:32
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<td>Travis Idol</td>
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<td>Tomoko Miura</td>
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<td>Maria Stewart</td>
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6) Continuing education credits for extension personnel;

A survey of education needs was sent to all extension faculty yesterday (2/20/13) by Ashley Stokes, on behalf of the CTAHR Extension Committee. This survey is the first step in determining the need for continuing education credits for CTAHR Extension faculty. Based on this need, a plan for facilitating the offering of appropriate courses as well as other staff development will be developed. The determination of appropriate credits to fulfill extension agent T/P requirements will be determined in consultation with Bev McCreary (see message below):

Message received from Beverly McCreary on 3 Oct 2012:
As I understand the MQs in the Extension Agent classification, (I’ll utilize the Associate rank as an example), they require “in addition to a Masters, 15 credit hours of post-baccalaureate academic work in an appropriate field”. Therefore, I believe that the credits need to be post Masters and either need to be a part of a degree/certificate program, that is in an appropriate field, or graduate courses in an appropriate field. I understand Carl’s point and there are often courses in degree/certificate programs that will be both undergraduate/graduate and if they are toward an appropriate area, then I would think that they would count.

7) Progress on extension database

The Extension Database System is being developed by Yanhan Nie in Center on the Family. We are now in Stage I of developing the database, consisting of developing the Core Data Set (to be used by all extension programs). The system is being piloted in consultation with CTAHR Food Safety program, 4-H, and the Agribusiness Incubator program.

So far the following components have been developed:
   a. “Event management system” has been developed for registration and collection of information on clients.
   b. “People Management” system to include information on clients, staff and volunteers (major concern is privacy of personal information
   c. A draft evaluation survey has also been developed for automatic evaluations after events

The beta system will be piloted first starting this month with the Food Safety program. Other extension programs will be piloted later in 2013. It is hope the system can be more broadly implemented in CTAHR in 2014.

8) Extension conference

While the all extension conference was cancelled for Feb 2013, to support overall college strategic planning, some input from extension will be planned following the college-wide sessions planned for March-April. A all extension conference may be scheduled for this summer, in part to considering implementing the strategic plan.