ADVS Faculty Meeting Minutes
Faculty Retreat – Caine Dairy
Thursday, August 8, 2019


Policies and Procedures (electronic copies were circulated prior to the meeting)
Make sure as faculty members you are familiar with the following policies. It is vital to know your responsibilities for your program and personnel.
Policy 337 Safety [https://www.usu.edu/policies/337/]
Policy 405 Promotion and Tenure procedures (last updated January, 2019) [https://www.usu.edu/policies/405/]

Safety (ADVS Safety Committee Chair, Dr. Clay Isom)
The Animal, Dairy, and Veterinary Sciences department has a wide range of safety issues due to the nature of our operations. This includes laboratory safety (routine and specialized), working with large animals, working with farm machinery, etc. (this is not an exhaustive list). Safety is our first priority, and we should continually uphold and embrace a “culture” of safety throughout the department.

Discussion about specific concerns and reminders brought up the following suggestions and recommendations for personnel:
- Discourage the use of ear buds while in the lab.
- Always review safety procedures with your personnel.
- Establish a collection of standard protocols that can be shared among programs.
- Protective eyewear and lab coats are mandatory in laboratory work areas (we will solicit guidance from EH&S regarding whether designated locations within laboratory areas can be exempted from this requirement, such as computer work stations).
- Have approved signage in all areas.
- Conduct a comprehensive internal departmental review/inspection of laboratory work spaces each semester.
- Document, document, document (completion of training, etc.).
- When unsafe practices are identified/observed, follow this guideline: warn (about the unsafe practice/procedure), retrain (to ensure a full understanding of the correct practice/procedure), and if further transgressions occur, remove the individual from that workplace location.

The ADVS safety committee will be working (with CAAS) to provide additional support and options to increase our safety training and protocols; and the documentation and training responsibilities of faculty.
Curriculum Assessment
Kelli Munns reviewed USU requirements/procedures for assessment of the campus-wide undergraduate curriculum. Although the current focus is on the undergraduate curriculum, this will also be required for our graduate program and possibly the School of Veterinary Medicine. The four areas that are assessed are: 1) Learning Objectives, 2) Assessment Plan, 3) Outcomes Data and 4) Data-Informed Decisions. A handout was provided that outlines our current status in each of the four areas. We are meeting expectations in the “learning objectives” category, but we are not meeting expectations in the three other areas (as are many other departments across campus), so those will be the focus to work on. Kelli will be reaching out to teaching faculty to engage them in this process (stay tuned for more information).

Curriculum Committee
Motions from ADVS Curriculum Committee regarding undergraduate internship requirement
Dr. Kerry Rood provided a handout outlining the motions passed in the curriculum committee meeting.

ADVS Curriculum Meeting Departmental Internships Discussion:
Passed Motions July 17, 2019
These motions should be considered for ratification at the next ADVS faculty meeting.

Motion was made my Dr. Kerry Rood to ratify the curriculum committee motions and a second by Dr. Rusty Stott.

1. Add a rigorous capstone project as an option to the ADVS internship requirement. Students could choose to complete a capstone project or an internship.
2. Include the capstone project option in all ADVS internship courses
   2.1 ADVS 4250, Internship in Animal Industry
   2.2 ADVS 4260, Internship in Animal Biotechnology Industry
   2.3 ADVS 4270, Internship in Equine Industry
3. Consolidate ADVS 4260 and ADVS 4270 into ADVS 4250
   3.1 Rename ADVS 4250 to reflect the capstone option
   3.2 Change ADVS 4250 to pass/fail
   3.3 Offer Fall, Spring, and Summer semesters of ADVS 4250
4. Assign a single course instructor of record for ADVS 4250 (person TBD)
5. Discontinue ADVS 4260 and ADVS 4270
6. Create an internship/capstone project review committee consisting of departmental representation from all emphases; chair is ADVS 4250 instructor of record
   5.1 Instruct the committee to develop and publish (for students, faculty, and staff) processes, including a rubric, from which to approve/disapprove projects
7. Require students to report completed ADVS 4250 internship/capstone projects in ADVS 4920, Undergraduate Seminar; offered Fall and Spring
   6.1 Add ADVS 4250 as a pre-requisite for ADVS 4920

Motions 1-6 where approved unanimously.
Friendly amendment #1 to remove 7.1 from the original motion was made by Dr. Kara Thornton-Kurth with a second from Dr. Rusty Stott (i.e., require Biotech emphasis students to take new ADVS 4920 Undergraduate Seminar). Faculty voted in unanimous support for the friendly amendment.

7 Require all ADVS students to take ADVS 4920, Undergraduate Seminar
7.1 Maintain status quo regarding Biotech emphasis students so that they are able to take ADVS 5650 (Science Communication) in lieu of ADVS 4920

Friendly amendment #2 to remove 7.2 from the original motion was made by Dr. Karl Hoopes and seconded by Dr. Rusty Stott. The friendly amendment also included requiring all ADVS students (including Biovet emphasis students) to complete the new ADVS 4250 course, and waive (for ADVS 4250) the departmental policy that required ADVS courses cannot be taken for a pass/fail grade (i.e., ADVS 4250 would be offered as a pass/fail course).

7.2 Maintain status quo regarding Biovet emphasis students so that they are allowed to get their communication intensive (CI) through ADVS 4920 (proposed above), ADVS 5630 (Endocrinology), or another DHA (Depth, Humanity, and Arts) course outside the department

Please note: due to the number and complexity of these changes, further discussion may be needed if unintended consequences or other problematic issues are identified.

Teaching Innovations and Resources
Dr. Heloisa Rutigliano presented information from the ETE course. Her impressive presentation offered suggestions in 1) Course Design and the stages of learning; 2) Student engagement and active learning and; 3) Learning Circles.

ADVS Website (Alyssa Stastny) Tabled for another faculty meeting due to time constraints
A. Faculty profiles, etc.

Graduate Program Tabled for another faculty meeting due to time constraints
A. Time lines, forms, etc.
B. Best practices regarding MS/PhD defenses.

Library update
Becky Thoms and Sandra Weingart from the library updated the faculty on the increasing cost of journals and possible strategies/options for dealing with the escalating prices. They encouraged faculty to help the Library collect usage data on electronic articles from their subscriptions (that are used in Canvas course pages, etc.), which will add to their evidence base when they make choices on journal subscriptions in the future. Here are the instructions for doing that:
1. Find the article’s Digital Object Identifier (DOI). This will be in the citation and/or at the bottom of the page in a PDF of the article.
2. Convert the DOI to the url form.
3. Add the USU proxy prepend.
Here’s a DOI: 10.1353/pla.2019.0006
Here’s the DOI URL format: https://doi.org/10.1353/pla.2019.0006
And here it is in that format with the prepend added:

Please contact Sandra at sandra.weingart@usu.edu if you have any questions or need assistance with this.

Adjunct faculty renewals
After group discussion the motion to approval all four candidates for renewal was given my Dr. Jeffery Hall and a second from Dr. David Wilson. The vote was unanimously approved.
   Ravi Ranjan – approved for renewal
   Jared Bunch – approved for renewal
   Michael Cutler – approved for renewal
   Il-Keun Kong – approved for renewal

Other
- New Beef Center Manager is Bryce Roholt (he replaced Parl Galloway who retired).
- All student accommodations should all go through the DRC.
- Changes to the IDEA course evaluations will take place during the 2019 fall semester. Further details are pending.

Upcoming events:
I. WSU COLE Program and White Coat Ceremony, August 13th - 16th.
II. Empowering Teaching Excellence: Foundations of USU Teaching Conference for new teaching faculty, Mon., August 12th, 9:00 am to 4:00 pm, Life Science Building.
III. Empowering Teaching Excellence Conference, Wed., August 14th, 9:00 am - 4:00 pm.
   - Taggart Student Center.
IV. CAAS Retreat, Thursday, August 15th, 8:00 am - 1:30 pm, Eccles Conference Center Auditorium.
V. SVM classes start Monday, August 19th.
VI. USU Connections for incoming freshmen undergraduate students, August 21st to 23rd.
VII. CAAS Freshmen Welcome, Thursday, August 22nd, 5:00 to 6:30 pm, AGRS patio. All faculty are encouraged to attend.
VIII. USU classes start Monday, August 26th.
IX. CAAS Ice Cream with the Dean, 11:30 am to 12:30 pm, August 29th on the AGRS patio.
X. CAAS Week, September 16th to 21st.
XI. Utah Ag Products BBQ, Saturday, Sept. 28th, time tbd.
XII. Utah One Health Symposium, November 14th, Viridian Event Center, West Jordan, UT.