Agricultural Biology Department Meeting Minutes  
May 13, 2021; 12pm  
Zoom Meeting

**Agenda Item 1:** Minutes of the April 30, 2021 meeting were approved.

**Agenda Item 2:** Announcements and Updates

1) Retreat will be in person this summer  
2) Ruth – CCAF Entomology position has been advertised  
3) Pesticide Safety Educator update: working on a dual-career hire  
4) Andrew – congrats to Ruth for getting grant; recommended for funding for NSF for research on gender equity in STEM faculty across CSU

**Agenda Item 3:** CCAF promotion guidelines

Courtney Jahn shared a slightly updated version of the guidelines that have been previously shared with faculty. The two changes are as follows:

1. A slight change in the verbiage of the table headers of the rubric. Faculty approved the change.  
2. A discussion was had about whether to remove the table for examples of service/outreach. Faculty agreed that examples are fine, but not in the department code, and voted to remove them. Courtney said that these will live in a document at the CAS level and will be available for people to view.

Tamla moved to accept the changes; Franck seconded. All faculty voted in favor; none opposed. Motion passed.

**Agenda Item 4:** AgBio Engagement and Extension Committee

Phil Westra shared a presentation on the department’s extension program, including a SWOT analysis and a proposal for creating an engagement and extension committee. These two documents are included in the text of the minutes following the discussion topics.

In response to the presentation, the following topics were discussed: who in the department currently has an extension component, how to give people recognition in evaluations for
extension work, goals regarding engagement as separate from extension, and the possibility of moving extension into a separate College.

A Proposal for Creation of an Ag Bio Engagement and Extension Committee

The overall goal could be to elevate the engagement/extension impact and visibility of the department.

Objectives could include:

1. Help the department head represent the department in engagement/extension planning activities at the department, college, university, and extramural levels.
2. Develop a departmental website and other tools to promote our department’s engagement/extension impacts (i.e., tell our story).
3. Make stakeholders more aware of department faculty and staff as resources for addressing their problems.
4. Mentor new faculty regarding the Land Grant mission and role of engagement/extension in the department and beyond.
5. Explore and evaluate new technologies and new ways for “pushing” department engagement/extension results out to relevant clients.
6. Enhance regional and national relevance of departmental extension portfolio.

SWOT Analysis for Extension

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Votes</th>
</tr>
</thead>
<tbody>
<tr>
<td>great examples of integrated research, outreach and education</td>
<td>7</td>
</tr>
<tr>
<td>Strong Extension specialists</td>
<td>5</td>
</tr>
<tr>
<td>The internship program is a win-win for Extension and the students</td>
<td>4</td>
</tr>
<tr>
<td>Connections with large industry groups</td>
<td>3</td>
</tr>
<tr>
<td>Very Talented Team Members</td>
<td>2</td>
</tr>
<tr>
<td>Top Notch Meat Science Facility</td>
<td>2</td>
</tr>
</tbody>
</table>
Agenda Item 5: Items from the Floor

Amy mentioned the hiring plan document that she shared earlier. The goal is to have a roughly prioritized list, which will be discussed further in a separate meeting later today. It’s easier to advocate for hiring if it is on this list, which will be submitted to CAS.
Franck reminded the P&T committee to send comments on the letters on progress toward tenure and promotion from some of our assistant and associate professors as he is sending them forward this afternoon.

Meeting adjourned at 1:00pm.