Faculty meeting May 12, 2017

• Agenda
  • Department staff – department functions
  • Digital Measures for APR – Megan Lucy
  • IPSS items – Mark Coyne
  • Good things happening
  • Updates
  • Department chair search
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PSS Internal

SAFETY
- Storm Shelter/ Evacuation Plan
- Police/Security Phone Contacts

PSS DEPARTMENT
- New Employee Info
- Seminar Schedule
- Resource Scheduling system (dept vehicle, conference rooms, etc)

ON-CAMPUS BUILDING MAINTENANCE
1. **EMERGENCY** Maintenance - 24 hours UK Delta Room 7-2830
2. Non-emergency, but quick response desired: Building operators - 7-4894 or 7-7740
3. Non-emergency - PSS Department - contact Cam Kenimer (ckenimer@uky.edu)

TRAVEL

FORMS/INFORMATION
- UK eForms
- College of Agriculture Forms [Dec 2013]
- CAFE Research Office Forms
- Employee/Family Education Program
- Facilities Management work order form
- Vehicle work order form (fleet services)
- Off Campus Inventory form

Purchasing

New Employee Info

Information for New Employees
First - see

Rachel Whitaker or Sawyer Pelesasa

Employment

- New Hire Checklist (PDF)
- Hiring - Forms, where to go
- Payroll - Auto Deposit, State and Federal Exemption paperwork, change of address
- Starting work - Mail Box and general mail questions
- Graduate Students - GSAS Form
- Department Functions - Appointments with Dr. Pfeiffer, Room Reservations for Department vehicles and rooms
- Staff - time sheets
Cam Kenimer - beginning July 1, 2017 Jim Nelson

Departmental Resources
- Annual Department space inventory
- Work orders for campus facility repairs
- Facilitates campus space assignments/management

Sara Carter

Departmental Resources
- Monitors department vehicles and trailers
- Workorder for department vehicles
- Spindletop Farm Fuel Service

Charles Slack - beginning July 1, 2017 Cam Kenimer

Departmental Resources
- Spindletop Farm Facilities - buildings, utilities, land use assignment

Safety
- Spindletop Farm Facilities - safety
Linda Williams

Design and update web sites
KSIA / Ky Foundation Seed

Manager: Ben Eggett
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Digital Measures Implementation Team

- Dr. Lisa Collins- Assistant Dean for Academic Administration
- Dr. Jennifer Hunter- Extension Faculty
- Dr. Ken Jones- Extension Faculty
- Dr. Paul Priyesh Vijayakumar- Faculty
- Dr. Karen Rignall- Faculty
- Megan Lucy- Faculty Records
- Jamie Profitt- Information Technology
- Dennis Duross- Ag Communications
- Frank Johnson- Digital Measures Coordinator
Goals of Digital Measures Implementation

• Standardized CV format to add efficiency to faculty annual performance reviews. (realizable by 2017)

• Ad-hoc reporting of faculty activities. (realizable by 2018)

• Positioning CAFE to comply with the University’s Engagement Activity reporting requirements. (2017-2018?)
Digital Measures Implementation Timeline

**Fall 2016**
Research Extension Activity and CAFE specific reporting needs and make requests to Digital Measures to accommodate these needs.

**November, 2017**
Digital Measures Implementation Committee develops a draft standardized CV report for CAFE.

**December 2016-January 6, 2017**
- Associate Deans review and comment on the draft standardized CV report.
- Department Chairs review and comment on the draft standardized CV report.

**January, 2017**
Compare Digital Measures to existing databases (KERS, Extension Publications, Federal Funding, etc.) and plan for imports of data.

**January-March, 2017**
Develop training materials and training schedule for faculty data entry.

**April-September, 2017**
Train all Full-Time non-tenured faculty members to enter their 2-year CV data for the 2017 APR Cycle.

**October, 2017**
Use Digital Measures to create standardized CVs for the 2017 Faculty APRS.
Accessing Digital Measures

• Through https://myuk.uky.edu/irj/portal
Digital Measures Training Materials

- [http://administration.ca.uky.edu/DM](http://administration.ca.uky.edu/DM)
- Data entry guide, videos, tutorial guides
- Sign up for open lab training: [https://uky.az1.qualtrics.com/jfe/form/SV_6PsXHwcooVCKLJj](https://uky.az1.qualtrics.com/jfe/form/SV_6PsXHwcooVCKLJj)
Digital Measures as part of the Annual Performance Review

• All 2017 Performance Review CVs will be pulled from Digital Measures in mid-October. Anything not in Digital Measures at the time the CVs are pulled will not be considered as part of your Annual Performance Review.

• You can see a sample of how your APR CV will look at any time in the process by running the “College of AgFE CV” report

• You will still submit your teaching portfolios and narrative statements as you have in the past.
Use by the Departments

• Department chairs will be able to pull the CVs in the APR format for their faculty members at any time (but of course, the data has to be there for this to be useful)

• Departments may request additional report types. Depending on the report, this may take about a month to create. Some existing report types are:
  • Awards and Honors
  • Contracts, Grants and Sponsored Research
  • Publications
  • Presentations
  • Service Activities
  • NIH and NSF Biographical Sketches

• Individuals can download their CVs as a word file or .pdf at any time, and then make modifications for other uses
Digital Measures training sessions
Barnhart 246.

The already scheduled sessions are:
Monday, April 17, 9:00-10:30 AM
Thursday, May 11, 3:00-4:30 PM
Thursday, May 25- 3:00-4:30 PM
Thursday, June 15- 3:00-4:30 PM
Thursday, June 29- 3:00-4:30 PM
Thursday, July 13- 3:00-4:30 PM
Thursday, July 27- 3:00-4:30 PM
Thursday, August 10- 3:00-4:30 PM

The sign-up for these sessions is at this link: https://uky.az1.qualtrics.com/jfe/form/SV_6PsXHwc0oVCKLj.

Or schedule a specific session for the department.

A webinar training will be scheduled for faculty at Princeton.
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IPS 790

SUPERVISED RESEARCH AND STUDY IN INTEGRATED PLANT AND SOIL SCIENCES
Rationale

PhD level research and supervised study in Integrated Plant and Soil Sciences. May be repeated to a total of 18 hours. Work may be conducted in any of the disciplinary areas in IPSS subject to the approval of the PhD committee chair and Program Graduate Committee. This course is intended for students who find themselves under-enrolled in a given term, are preparing for qualifying exams, or find they are ineligible for PLS 767 after having enrolled in it.
PLS 799 or IPS 790?

• PLS 799
  - A truly independent study or learning project like a lab rotation
  - Not associated with the dissertation
  - Variable credit (1-4)
  - Requires a learning contract
  - Each instructor has a section
  - Graded

• PLS 790
  - Research and study associated with the dissertation
  - Variable credit (1-9) for a total of 18
  - Requires a learning contract
  - One section only (DGS is Instructor of Record)
  - Graded – any grade other than ‘B’ requires a committee vote.
IPS 790 – Supervised Research and Study – Part A: Contract

Student Name: SID (not SSN):
Semester (Year/Term):
Credit Hours:
For each of the categories below, provide specific examples and tangible products that will demonstrate you have used the supervised research and study period to support your professional and academic development.
What will you accomplish to support your progress in developing Knowledge?
What will you accomplish to support your progress in developing Skills?
What will you accomplish to support your progress in Communication?
What will you accomplish to support your progress in Professional Development?
This form (Part A) must be completed and submitted no later than the last day to add a class in any term.
Please sign below by entering your name, e-mail address, and phone number.
Student: (full name, e-mail address, phone number)
Faculty Supervisor: (full name, e-mail address, phone number)
Return this form in hard copy or electronically to M.S. Coyne, DGS-IPSS Graduate Program (mark.coyne@uky.edu)

IPS 790 – Supervised Research and Study – Part B: Accomplishments

Student Name: SID (not SSN):
Semester (Year/Term):
Credit Hours:
For each of the categories below, provide specific examples and tangible products demonstrating how you used the supervised research and study period to support your professional and academic development.
What did you accomplish to support your progress in developing Knowledge?
What did you accomplish to support your progress in developing Skills?
What did you accomplish to support your progress in Communication?
What did you accomplish to support your progress in Professional Development?
This form (Part B) must be completed and submitted no later than the last day of class in any term. Please sign below by entering your name, e-mail address, and phone number.
Student: (full name, e-mail address, phone number)
Faculty Supervisor: (full name, e-mail address, phone number)
Return this form in hard copy or electronically to M.S. Coyne, DGS-IPSS Graduate Program (mark.coyne@uky.edu)
USP Programs for IPSS

ABT
HPLS
NRE
Rationale

UK Graduate School Admissions Categories

Admission to the University Scholars Program

The University Scholars Program offers particularly gifted and highly motivated students the opportunity of integrating their undergraduate and graduate courses of study in a single continuous program culminating in both a baccalaureate and a master's or doctoral degree. The total number of hours for the combined program may be as many as 12 less than the total required for the bachelor's and the master's or doctoral degrees separately. The requirements for the bachelor's degree are unaffected.

Application to the program should be submitted at the end of the student's junior year. Applicants should have completed at least 90 credit hours of work toward the bachelor's degree, or be eligible for senior standing in the semester they are admitted to the program. The master's program should be in the field of the undergraduate major (there are some exceptions made), and the undergraduate grade point average must be at least a 3.50 in the applicant's major field and 3.20 overall. Applicants to a University Scholars program must submit both a Graduate School application and a University Scholars form with all requested signatures.
The M.S. in Integrated Plant and Soil Sciences (IPSS) in the University of Kentucky College of Agriculture, Food, and Environment (CAFE) presently has four concentration areas: Crop Science, Horticultural Science, Plant Biology, Soil Science. The PhD in IPSS also includes a Forest Science disciplinary area. The M.S. degree program is available as a thesis option (Plan A) requiring 24 hours of graduate course work and a thesis or as a project option (Plan B) requiring 30 hours of graduate course work. The PhD program requires 36 hours of graduate credit beyond the baccalaureate degree. The interdisciplinary ABT program offers a 125 credit hour Bachelor of Science Degree. Most students in this program move directly into professional or PhD programs.

Agricultural and Medical Biotechnology (ABT) is one of the largest undergraduate Majors in the College of Agriculture, Food, and Environment. Currently, the ABT major has 151 students in the program and 42 of them are Juniors by credit hour. Of these 42 Juniors 31 had a GPA of 3.2 or higher and 17 were on the Fall 2016 dean’s list. At least six of the students in this cohort had a predominantly Agriculture-related focus. Based on these numbers, there appear to be numerous students with the academic credentials able to take advantage of a University Scholars program.
Admission to the University Scholars Program in IPSS

A student desiring admission into the IPSS University Scholars Program for the M.S. or PhD is required to meet the following: 1) The applicant must be an undergraduate pursuing a B.S. degree in ABT and must apply for the IPSS University Scholars Program by the end of his/her junior year; 2) The applicant must have Senior standing (completed at least 90 hours of course work) and have completed all UK core requirements; 3) The applicant must have an overall grade-point average of 3.2 or above on a scale of 4.0 and a grade-point average of 3.5 or above in the program core requirements for ABT; 4) The applicant must follow the current application procedures of the Graduate School and must meet the admissions standards of the Graduate School and the M.S. or PhD in IPSS with the exception that the GRE is not required. Applicants to the IPSS University Scholars program must submit both a Graduate School application and a University Scholars form with all requested signatures.

One of the criteria used for admission into the M.S. or PhD in IPSS is that at least one faculty member in IPSS agrees to serve as the graduate research advisor for the applicant. Upon admission into the program, the Director of Graduate Studies in IPSS and the aforementioned faculty member will advise students regarding their participation in the dual degree program and in their graduate coursework. The student’s undergraduate departmental advisor will advise on undergraduate coursework.
Sample Programs:

Thesis Track (24 Credit Hour Minimum)

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>Year 1: BS/MS*</td>
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</tr>
<tr>
<td>STA 570/580</td>
<td>BCH 401G (3)</td>
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<tr>
<td>XXX 4xxG/5xx</td>
<td>XXX 5xx (3)</td>
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<tr>
<td>(3)</td>
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</tr>
<tr>
<td>BS</td>
<td></td>
</tr>
<tr>
<td>ABT 395 (3)</td>
<td>ABT 461 (3)</td>
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<tr>
<td>XXX 300+ (3)</td>
<td>XXX 300+ (3)</td>
</tr>
<tr>
<td>XXX 300+ (3)</td>
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*Which should include at least one graduate level statistics course

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
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</thead>
<tbody>
<tr>
<td>Year 2: MS</td>
<td></td>
</tr>
<tr>
<td>IPS 610 (1)</td>
<td>PLS 772 (1)</td>
</tr>
<tr>
<td>IPS 625 (2)</td>
<td>PLS 768 (2)</td>
</tr>
<tr>
<td>XXX 6xx (3)</td>
<td></td>
</tr>
<tr>
<td>XXX 6xx (3)</td>
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</tbody>
</table>

Non Thesis Track (30 Credit Hour Minimum)

<table>
<thead>
<tr>
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<th>Spring Semester</th>
</tr>
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<tbody>
<tr>
<td>Year 1: BS/MS*</td>
<td></td>
</tr>
<tr>
<td>STA 570/580</td>
<td>XXX 5xx (3)</td>
</tr>
<tr>
<td>(3-4)</td>
<td></td>
</tr>
<tr>
<td>XXX 4xxG/5xx</td>
<td>BCH 401G (3)</td>
</tr>
<tr>
<td>(3)</td>
<td></td>
</tr>
<tr>
<td>BS</td>
<td></td>
</tr>
<tr>
<td>ABT 395 (3)</td>
<td>ABT 461 (3)</td>
</tr>
<tr>
<td>XXX 300+ (3)</td>
<td>XXX 300+ (3)</td>
</tr>
<tr>
<td>XXX 300+ (3)</td>
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</tbody>
</table>

*Which should include at least one graduate level statistics course

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 2: MS</td>
<td></td>
</tr>
<tr>
<td>IPS 610 (1)</td>
<td>PLS 599/799 (4-6)</td>
</tr>
<tr>
<td>IPS 625 (2)</td>
<td>PLS 6xx (3)</td>
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<tr>
<td>PLS 799 (3)</td>
<td>PLS 772 (1)</td>
</tr>
<tr>
<td>XXX 6xx (3)</td>
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</tbody>
</table>

A student in the fourth (senior) year of his/her undergraduate curriculum could choose from up to 12 credit hours in the following courses to satisfy curriculum requirements in core areas for the M.S.:

**Basic Knowledge (Core Science)**

*Core Science varies by concentration area and student interest but can be overlapping*

- BCH 401G, 517
- BIO 430G, 431G
- CHE 440G, 442G, 450G
- PLS 620, 622, 623

**Computational and Analytical Assessment and Skills**

- STA 570, 580
- Biostatistics STA 680, 681
- MA 411G, 432G, 433G
- BIO 520
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Department review

• September 24, 25, 26
• Will be asking for 2 page CV
• Self study due August 1. Will be asking for contributions and review.
Department office move

• Take place by June 30
• Financial – Christine, Maggie, Deanna in 318, 320 PSB
• HR – Sawyer, Cathy’s replacement in 105 PSB
The college evaluation of the department’s faculty productivity was very strong in 2016.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Instruction</th>
<th>Research</th>
<th>Extension</th>
<th>Overall</th>
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<td>3</td>
<td>9</td>
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<td>12</td>
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<td>17</td>
<td>18</td>
<td>6</td>
<td>20</td>
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<tr>
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<tr>
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<td>2</td>
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<tr>
<td>Total reviewed</td>
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<td>38</td>
</tr>
<tr>
<td>% rated 5</td>
<td>11%</td>
<td>24%</td>
<td>25%</td>
<td>31%</td>
</tr>
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