

**Minutes: CoSEA Leadership Meeting  
January 16, 2013**

PRESENT: Blount, Donham, Fox, Heitholt, Jang, Montgomery, Parrish, Suh, Wang, and Wood

1) **Small Class Section justifications** due in CoSEA offices by 5 PM January 16.

2) **Past Due Training assignments**

Chairs were reminded to have employees complete any past due training. There is a significant number of employees with past due training in the college. One half-joking suggestion has been to put the names of the tardy employees on the electronic campus bulletin board by the dorms.

3) **Annual Evaluations.** Philosophy and intent.

Department head administrative evals.

<http://www.tamuc.edu/aboutUs/administrativeOffices/academicAffairs/resources.aspx>

Calendar for Evaluations:

[http://www.tamuc.edu/aboutUs/administrativeOffices/academicAffairs/ReportingCalendar2011\\_2012/facultyEvaluations.aspx](http://www.tamuc.edu/aboutUs/administrativeOffices/academicAffairs/ReportingCalendar2011_2012/facultyEvaluations.aspx)

Grady emphasized the importance of viewing annual evaluation instruments as professional development tools. Chairs should pay particular attention to the progress towards tenure items for probationary faculty.

4) **SACS 2.8 and 3.7.1 reminder:** <http://www.sacscoc.org/cctemplates.asp>

Possible deficiencies in SACS Core Requirement 2.8 (Full-Time Faculty, the proportion of adjuncts employed at TAMUC) and SACS Core Requirement 3.7.1 (Faculty competence/Faculty Credentialing Form) were discussed.

Grady stressed the importance of completing the Faculty Credentialing Form and backing the form up with accurate documentation that reflects a faculty member's credentials in his/her area.

5) **Program Reviews** are on-line at

<http://web.tamuc.edu/academics/colleges/scienceEngineeringAgriculture/program-review.aspx>

Computer Science and Information Technology  
Physics and Astronomy

6) **Math & Science Teacher Prep Center**

Questions were raised about the current status.

Dr. Blount will be meeting with Dr. Gail Johnson regarding the center and will report back.

7) **GAT pay rates and related issues**

Grady is preparing a BRDC submission to request permanent funding for graduate students.

8) **Behavioral Intervention Team (BIT) briefing**

Dr. Heitholt presented information on Behavioral Intervention Team training and the importance of being aware of students who may be at risk to themselves/others and of documenting incidents.

9) **Standard NOV form for adjunct advertisements** to Edward Romero.

Adjunct employment advertisements have been created through the office of Institutional Diversity and Equal Opportunity. Individual adjunct advertisements are to be created for each department in CoSEA with wording specific to the department. If your department does not have an active adjunct advertisement in the system you will not be able to hire any adjuncts in the future.

10) **Latest Enrollment numbers:** TAMUC up 7.5% on headcount and 6.7% on sch production. Our numbers for CoSEA show undergraduate up from 16,602 sch to 18,046 sch. But graduate hours down from 2,760 to 2,253. In a base year!

11) **Probationary Faculty Updates:**

- 1<sup>st</sup> Arnold, Kim, Newton, Ni, Sakoglu, Tsung, Wahrmond: FORMS DUE 1/25/13
- 2<sup>nd</sup> Altintas-DeLeon, Cheriya, Cooper, and Gurupur all OK
- 3<sup>rd</sup> Choi, Lopez, Williams (April 2<sup>nd</sup> deadline coming up)
- 4<sup>th</sup> Arslan, Boucher, Jones, Mete (forms due 1/31)
- 5<sup>th</sup> Anderson (forms due 1/31)
- T&P – Affirmative ADC votes on Angel, Oh, Starnes (and Un)

Probationary faculty and deadlines were discussed and copies of ballots are to be sent to tenured faculty members who haven't already received them.

12) **Lab and Office Space**

There is a need in several in departments for additional office/lab space for new faculty. Dr. Blount suggested checking into smaller underutilized classroom spaces that could be converted with HEF funding.

13) **Keeping elective credits** in the college. Prerequisite issues.

General comments to try, when possible, to specify elective credits be taken from within CoSEA.

14) **Candidates for joint appointments?**