

**CoSEA Leadership Meeting**  
**Wednesday, February 20, 2013**

Present: Heitholt, Suh, Donham, Wood, Blount, Wang, Jang, Montgomery

1) SACS Core Requirement 3.7.1, Faculty Credentials. CVs and transcripts are needed for everyone who is an instructor of record, including 0 credit hour courses. What degrees count for what? Making sure you use Forms 1 and 2 properly. Brent Donham provided copies of Faculty Credential Forms 1 and 2 along with instructions on how to complete the forms. Include licensures, certifications to back up forms. Data from FCI forms, CVs, transcripts are being fed into Xitracs, new reporting and compliance software.

2) Institutional Effectiveness:

- Feedback on SLO loops - Documentation needed on SLO results from 2012 and what is being done with the results. Class outcomes feed into programmatic outcomes which tie into institutional outcomes.
- Program reviews - Need to follow through on program reviews and show what action is being taken on the review results. Physics, Engineering complete, Biology, Chemistry due in April.

3) First report on BRDC: [BRDC Memo](#) Agenda items from BRDC meeting reviewed and discussed.

- Assess effectiveness of across the board forced 1.5% reallocation model and provide a recommendation for FY 2014. Argument could be made by taking the results of SLOs, program reviews and internally shifting the assets of the college to address budget issues.
- Propose a metric-driven model for allocation of new faculty lines, departmental operating budgets
- Plan for reducing reliance on adjunct faculty. Adjuncts comprise 42% of instructors of record.
- Assess effectiveness of summer business model

4) Dr. Wood and Dr. Jang to meet with Doyce Dees about getting a job announcement ready for Instrument Technician position.

5) Have you turned in your departmental T&P Guidelines to Dr. Sirakov? Tenure and Promotion guidelines are due to Dr. Sirakov by March 1<sup>st</sup>.

6) Bullet Lists:

- May-Mini, Summer I & II and Fall 2013 schedules are due today.
- Dr. Z from UNC-Chapel Hill here next Tuesday and Wednesday (Faculty Excellence Center).
- CB has withdrawn the proposal to extend the low-producing numbers.
- <https://www.scholarshipamerica.org/greatlakes/> (Great Lakes STEM scholarship).

7) Karen St. John in working on small sections. Contact her with any low enrollment classes that you think may be problematic. Identify the classes well before the semester begins and get them cancelled.

8) L3 visit this week and plans for teaching there. Dr. Suh and Dr. Blount visited L3 to discuss a possible M.S. Computer Science degree to be taught at L3.

9) President Jones recommending for T & P: Angel, Starnes & Ou. Promotion only: Un  
Dr. Jones has recommended Laurence Angel, Stephen Starnes and Ye-Lin Ou for tenure and Dr. Kai Sai Un for promotion.

10) Update on searches:

- BES Chair (Fox)
- BIOL TT (Hanna replacement) (Heitholt)
- IE II (Elam replacement) (Donham)
- Math TT (Dr. Wang)
- Math Instructors (2) (Dr. Wang)