

CoSEA Executive Council  
Wednesday, October 16, 2013  
3:30 pm

**Present:** Julie McElhany, Matt Wood, Sang Suh, Ben Jang, Jim Heitholt, Haydn Fox, Larry Lemanski, Tingxiu Wang, Brent Donham, Cheri Davis, Grady Price Blount, Karen St. John

1. Discussion of types of off-site delivery modes for new programs and services offered by the Faculty Center for Teaching with Technology (Julie McElhany, Director)
  - a. [FCTT Services](#): instructional design/redesign: [Quality Matters](#), Technology Consultation, eCollege support, [total course accessibility](#)
  - b. Off-site delivery modes for new classes: ITV, Adobe Connect, instructional video production
  - c. Lead time for requests to FCTT: when the call for class schedules is made.
  
2. Admonition from Adolfo to use IDC for GARs and have other solid plans for IDC. Starting to get flak from TASMUS on IDC balances. IDC funds must be used, if not immediately, send a memo to the Dean outlining how IDC funds will be used.
  
3. Directive from Adolfo asking for Impact of new workload procedures. Chip is preparing 3 scenarios:
  - a. Old "old" system: 0.67 per contact hour for labs, no credit for DIS, thesis, etc.
  - b. New TAMUC workload procedure: The new procedure implemented for the university but WITHOUT the CoSEA procedure.
  - c. New TAMUC workload procedure with the CoSEA procedure.

Recall: The CoSEA procedure has not been *approved* yet. Option #1 was based on semester-by-semester totals with everyone teaching 12 hours/semester. Options #2 and #3 require 24 hours/academic year for T/TT and 30 hours/academic year for non-T/TT except with scholarship notification. I have waiver requests from Horton, Huse, Un, Webster, and Wilson. All other non-TT/T should have 30 hours/academic year.
  
4. Reminder from the Graduate School. See Procedure 11.04.99.R0.29, Orientation and Advisement of Graduate Students and discussion of *intrusive advising* including *advising holds* every semester (Karen). Proposed: Advising holds, advisor training, alignment of 2-year schedules with Degree Works Needed: Advisors updated in Banner, major/minor confirmation, faculty advisors added to Grades First, suggested degree plans divided by semester

**Procedure 11.04.99.R0.29, Orientation and Advisement of Graduate Students**

**Effective: December 2002**

- I. Each academic department with a graduate program must make available a systematic orientation program for all its graduate students early in their graduate studies.
- II. Each academic department with a graduate program will institute and offer an effective and systematic advisement program for all graduate students who are admitted to the program.
- III. In order to ensure that graduate students receive individualized advisement to help them meet their academic needs and professional goals, each department must:
  - A. Assign a qualified advisor early in the student's graduate study;
  - B. Ensure that students are informed who their adviser is and that they know how to obtain advising early in their program;
  - C. Ensure that advisors receive adequate training in advising graduate students;
  - D. Ensure that advisors are knowledgeable in the use of relevant data to assist students in determining their major field of interest or specialization;
  - E. Permit advisors to have ready access to advisee's records;
  - F. Ensure that the number of advisees assigned to each advisor is reasonable.

- IV. Each academic department will evaluate its orientation and advisement programs yearly and use the results to enhance the effectiveness of assistance to students.
  - V. Results of the evaluation of departmental orientation and advisement program will be forwarded to Graduate Studies and Research on an annual basis.
5. Preparing for ABET Visit (Brent): Briefing with Dr. Donham to be held on October 22 at 2p.m., Dean's conference room with Sang Suh, Ben Jang, Tingxiu Wang, Matt Wood and Grady Price Blount
  6. Formal vote on degree name change for Agribusiness (Jim): All in favor for name change from Agricultural Economics to Agribusiness. Dr. Heitholt to check CIP codes.