

CoSEA Executive Council
Wednesday, December 4, 2013
3:30 pm

Present: Jim Heitholt, Matt Wood, Cheri Davis, Haydn Fox, Ben Jang, Sang Suh, Larry Lemanski, Brent Donham, Tingxiu Wang, Grady Price Blount

1. Action Item on enrollment trends. New graduate recruiter (Matt).
2. Idea Xplosion for SBECON in February. Need one class to participate (11/26 email).
3. Forming CoSEA Advisory Council. Need nominations of folks who could make meaningful contributions. Need not be TAMUC grads.
4. Mixed results from recent safety audit for science building.
5. More discussion at UEC this week on enforcing university closure rules. Adolfo suggests *compromise*. Suggest taking this up at next Provost/Department Heads meeting?
 - a. Explanation of
 - OPEN All card locks open (6AM – 11 PM)
 - CONTROLLED Card access to authorized personnel
 - CLOSED All card access denied (physical keys only)
 - b. Christmas holidays will be CLOSED except for *time critical research* and *animal care*.
 - c. Potential for campus closure on Friday. Stay tuned to weather situation.
 - d. Kay Parrish will be requesting updated key inventory with name and key number. Uncontrolled access is the root problem.
 - e. Students should not be onsite during CONTROLLED or CLOSED times except with a faculty member present or with prior clearance from President Jones.
 - f. See
<http://tamuc.edu/aboutUs/administrativeOffices/businessAdministration/departmentsOffices/auxiliaryServices/door-access-management/default.aspx>
6. Enrollment sch update:

CoBE	-12.12%	(graduate down 22.81%)
CoHSSA	- 8.27%	(graduate down 27.89%)
CoEHS	- 5.61%	(graduate down 18.48%)
CoSEA	- 4.07%	(graduate up 12.5%)
7. Related: One of your duties is to examine all syllabi in your programs.
 - a. <http://web.tamuc.edu/facultyStaffServices/facultyCenterForTeachingWithTechnology/instructionalDesign/courseResources.aspx>
 - b. Schedule should include sufficient points available BEFORE drop deadline.
 - c. Feedback, Feedback, Feedback...
8. CoSEA Holiday Reception tomorrow from 2-4 PM in McFarland atrium.
9. SACS preliminary report of non-compliance:
 - a. Derald Harp putting together response for #12-15.
 - b. #12 cites CoSEA for graduate program rigor
 - i. CHM 414/514 and CSCI 430/530 have identical syllabi
 - Action Item: Correct these two examples and get results to Derald Harp.
 - ii. Must have different syllabi with additional expectations and SLOs for grads.

- iii. Must be significant differences in rigor, responsibility, assignments, and expectations.
 - Action Item: Check all cross-listed UG/G course syllabi for compliance.
- c. #14 Joe Daun working on evaluation documents for adjuncts, GTAs, GLAs, part-time faculty.