

CoSEA Leadership Meeting
March 7, 2012

Attendance: Wayne Davenport, Karen St. John, Jim Heitholt, Haydn Fox, Ben Jang, Sang Suh, Brent Donham, Michael Hanna, Anil Chourasia

- 1) Wayne Davenport is CoSEA Development officer. Let's keep him "in the loop" on college and department events. Briefing on available funds by department (Wayne).
 - Went over the database used by the Advancement office to pull data on the alumni of our university.
 - Passed out handouts to each department chair showing data on the alumni in their department.
 - Scholarships - the number one priority at our university (directly from Dan Jones).
 - Dr. Blount will ask for each department's priorities and will send to the Advancement office.
 - Want to visit each department to find out your needs.
 - Went over each department's alumni handout and explained the data.
 - These documents will be mailed to each department.
 - In the process of working on a college newsletter.
 - Will meet with each department chair for data to put in newsletter.
 - Plan to recognize some of the alumni accomplishments in the newsletter.
 - It is a priority to reach out to our alumni.

- 2) Debriefing on *Mane Event* and introduction of Karen St. John. (Grady)
 - Karen St. John is the new advisor and outreach coordinator of CoSEA.
 - She has an advising background from UT Tyler and UNT.
 - She is a MIS person.
 - The combination of student advising and MIS will be very useful to CoSEA.
 - She will push all of the information out to the students.
 - Want her to be a resource person for the faculty.
 - The two year schedules will be going to Karen.
 - We want a system that we can keep updated.

(Karen St. John)

 - Have been going out and meeting with faculty on campus.
 - Trying to get a sense on how the departments work so I can help with the process.
 - Will be posting a lot of information on the web.
 - Want a site that students can consult.
 - Get out newsletters to specific departments with information just for that major or student.
 - Want to help advising to be easier and more rewarding.
 - Please send me any questions so that we can help the students without sending them all over campus.
 - Hopefully we can simplify the process and make it more enjoyable for the parties involved.

Main Event (Grady)

 - How was Main Event?

(Chairs)

 - Chairs discussed the low turnout for the Main Event.

- 3) Summer funding model. Make sure adjuncts are aware of the process... (Grady)
 - Concerns that adjuncts may not understand how the summer model works.
 - There is a minimum enrollment to receive a 100% pay (which varies depending on salary).
 - Make sure your adjuncts understand this.
 - They can still teach a course if enrollment is less than minimum, but the salary will be pro-rated.

4) Flex Offerings & Summer budget. Please check for accuracy. How are grant salaries paid?

(Grady)

- Want to make sure that the paperwork is sent through for anyone being paid by a grant in the summer.
- Who generates the paperwork?

(Chairs)

- Lou Hanners is over the grants.
- The departmental secretaries generate the paperwork.

(Grady)

- Don't forget to get the paperwork sent in.

5) March 22nd Graduate Expo in Mesquite: Report program info for room setup http://www.tamu-commerce.edu/gradschool/registration_expo_faculty.asp by Thursday, March 8th. (Grady)

- If your department is going to have a representative at the Graduate Expo you need to go to this link and fill out the form by March 8th.
- This is a very important event.
- Karen will set up a table for our college.

6) Low-producing Programs minimums to be raised from 15/25 to 25/40 (see file sent yesterday).

(Grady)

- Received a phone call on Monday that the low-producing program minimums will be on the April Coordinating Board agenda.
- Will be raising the five year graduation rate from 15 to 25 and the undergraduate from 25 to 40.

7) Timely feedback on student learning: (Grady)Mid-term grading open now!

- Any student with a "D" or "F" needs to be reported now.
- Karen will be checking mid-term reports and calling people on the phone.
- Got to stay on top of this.

Graded exams should be returned at the next class meeting.

- Getting reports of students not getting their exams back in a timely manner.
- This is not helping the students.

More shorter exams – fewer longer exams.

Can *take home* and *on-line* exams be verified?

- This is fine, if you can verify the student is doing the work.
- There needs to be a way to verify.
- Maybe put a password on the exam.

Are curving rules published in syllabus.

Are students giving YOU feedback...

By failing at disproportionate rates?

By dropping your class at disproportionate rates?

All faculty should have office hours posted on web & door!

(Grady)

8) Faculty feedback. Item #7 on annual evaluation forms (Communicating skillfully) goes both ways...informing the dean's office of developments in your department AND informing your faculty of news and information. I recommend, as a minimum, monthly department meetings. And please promote the *CoSEA Faculty Resource* webpage:

<http://web.tamu-commerce.edu/academics/colleges/scienceEngineeringAgriculture/facultyResource/>

- Evaluations are the time to put on your peer-reviewed hat and help the faculty with what they need to know.
- Show concrete examples of what the faculty are doing or not doing.
- Need to have department faculty meetings once a month.
- Just starting to populate the faculty resource webpage.

9) Feedback on SLO documents: (Grady)

“Graduates will possess analytical thinking and problem solving skills” is too vague and difficult to measure.

Try something specific: “graduates will be capable to applying standard statistical techniques (e.g. calculating the mean, standard deviation, variance/covariance, t-tests, etc.) to commonly encountered problems.”

- Have to be able to measure the data on the SLO's.
- Be very specific.
- A small number of measurable outcomes.

10) Roseann will be looking for faculty reps to Credentialing Committee. Sam Safer (CoSEA IE Committee will consider). (Grady)

- Would like to have a faculty representative from each college to form a SAC's credentialing committee.
- Sam Saffer thinks he can get the Institutional Effectiveness Committee to consider serving as the representatives.
- Please let me know if this is a good idea.

11) Discussion: Flipped Classrooms and the future of blended learning experiences.

- You need to have at least some of your faculty looking at distance education, internet education, or something in those lines.
- If not, we are going to be in trouble.

12) Planning to pull trigger on Fox as Assistant Dean. Comments? Suggestions? Blowback? (Grady)

- Ask for Assistant Dean nominations back in January.
- I believe that Dr. Fox will do a wonderful job.
- Please send me your feedback.
- Will send out the Assistant Dean job description to the department/chairs.
- Need someone with institutional memory.

Other Business: (Grady)

- Allan Headley is stepping down as Graduate School Dean and returning to the Chemistry department.
- The college is very happy to have him in the Chemistry department.
- The department/chairs discussed the development of their searches.