

**CoSEA Leadership Meeting**  
**April 4, 2012**

“A mediocre teacher tells.  
A good teacher explains.  
An excellent teacher demonstrates.  
A truly outstanding teacher inspires.”  
- William A. Ward

Attendance: Jim Heitholt, Haydn Fox, Jerry Parish, Ben Jang, Michael Hanna, Sang Suh, Kent Montgomery, Stuart Anderson

- 1) TEES Meetings next Monday. Mandatory attendance by department heads at 1:15 pm meeting (SRSC, Vision Room) and strongly encouraged attendance for all faculty at the 4 PM meeting SRSC Conference Room B). **All slides turned in?** (Grady)
  - TEES visits the campus on Monday.
  - Dr. Dennis O’Neal (deputy director of TEES) is touring all of the System campus’s to figure out who has capabilities and to reintroduce themselves.
  - I have a presentation scheduled at 1:15 pm in the Sam Rayburn student center to showcase our capabilities.
  - TEES is looking for opportunities for writing grants so please attend the presentation.
  - TEES will have a 4:00 pm presentation for faculty.
  - Please ask your faculty to attend.
  - This would really benefit faculty looking for funding opportunities.
  
- 2) Our nominees for Provost Award: Heitholt and Lopez (no associates named). (Grady)
  - Jim Heitholt and Jose Lopez in Agricultural Sciences will receive a Provost Award this year.
  - One of our faculty (has not been revealed) will receive the University Teaching Award.
  
- 3) New departmental webpage rubric coming to include mission statement and two-year schedule. Mathematics will serve as test case for CoSEA. Will include:
  - Welcome from department head
  - Contact information for faculty and staff
  - Degree programs offered and descriptions (including delivery modes) of same
  - Four-year schedule for incoming frosh and two-year sked for transfers
  - Two-year sked for graduate students
  - Career Opportunities and placement rates
  - Student opportunities (scholarships, employment, grants, internships, etc.)
  - Clubs, organizations, etc.
  - Alumni Connections
    - Eileen Faulkenberry has volunteered to work with Randy Jolly on the new departmental webpage design.
    - Please work with the Math department.
  
- 4) All curriculum changes approved by ADC. What is the procedure and who is the governing body on curriculum changes? Why is it going through ADC? (Grady)
  - The curriculum changes turned in were approved by the academic council.
  - How have the curriculum changes been processed in the past?

(Kent Montgomery)

- There used to be committees that would meet and send their recommendation to the upper administration.

(Jerry Parish)

- It goes through departmental, college, faculty senate, graduate council (if graduate course), and dean's council.

(Grady)

- It's not being tracked anywhere.
- Who is on faculty senate?

(Chairs)

- Each department has a faculty member on faculty senate.

(Jerry Parish)

- Each college should have a college curriculum change committee.

5) Continuing to hear comments from faculty about “not knowing what is going on”. Do we need to start requiring mandatory departmental faculty meetings? (Grady)

- Do we need to start having monthly departmental faculty meetings?
- Everything that is discussed in the chair meetings needs to be relayed to the faculty.
- Either have meetings with your faculty or send out emails.
- You need to have documentation.
- Need to pay more attention to keeping people in the loop.

6) Low-producing Programs minimums (15/25 to 25/40). Sub-committee recommends keeping STEAM programs at old levels. (Grady)

- The 15/25 to 25/40 was pulled from the April agenda meeting.
- It was pushed to a sub-committee.
- The sub-committee is recommending back to the Coordinating Board that the STEAM programs stay at 15/25 for a five year period and everyone else move to the 25/40.

7) Post-tenure Review Schedule. See Section 5.2 of 12.01.99.R0.01 (see attachment).

(Grady)

- Right now CoSEA has the best annual evaluation procedure on campus.
- The Provost has asked me to take the initiative to translate our procedure in to a training program for department heads.
- The plan is to have probably two or three department head trainings for our campus.
- If you have tenured faculty in your department that have not had a formal post-tenure review then I would suggest (for their protection) you let them know that next year at their regular evaluation you will generate a document (with a date on it) that says this is their sixth year post-tenure review.
- This gives them a six year window.

8) Nominations for Compliance Certification Committee: one each for “All Programs” and for “Graduate”.

(Grady)

- We need one person for each committee.
- Needs to be someone well versed in curriculum.
- Have someone for the undergraduate, but still need a person for the “All Programs” and (Graduate).
- Ben Jang volunteered for the “Graduate” sub-committee.
- Charles Rogers was nominated for the “All Programs” sub-committee.

9) Discussion at ADC of possible 10% growth in fall 2012 term. Actions items:  
(Grady)

- a. Create dummy sections of likely popular classes (cap at zero) to capture rooms at same times.
  - The Budget Advisory committee turned in to the President a budget based on 1%, 2%, 3%, and 4% growth.
  - It's looking more like a 10% growth.
  - Start making the prep now.
  - Get the rooms set up.
  - Be prepared.
- b. Begin aggressive recruiting of adjuncts. Try calling your peers at nearby institutions. Don't forget JC prospects.
  - Start recruiting adjuncts.
  - If you need to, get on the phone to your colleagues.
- c. Lisa Gideon needs actual numbers for GA and adjunct requests for Fall 2012. Now please.
  - We need real numbers right now for what it is going to take to cover fall classes.
  - Need to list the GA's and adjuncts.
  - The budget is not locked in yet.

10) Other Business: \_\_\_\_\_ (Grady)

- Ricky Dobbs sent out an email with the following information:
  - 1) Lowering the entry level score for developmental math.
  - 2) If the student has a higher score than the entry level then they will go into a regular math class.

## Excerpted from **12.01.99.R0.01**

5.2 The PTR Process: Post tenure review at A&M-Commerce applies to tenured faculty members and relies on the annual review of performance based on the A&M System and A&M-Commerce criteria indicated above. Colleges will develop plans for initial implementation in FY10-11.

### 5.2.1 Annual Review

5.2.1.1 As specified in A&M-Commerce's Annual Evaluation of Faculty Procedure 12.01.99.R0.02, annual reviews of performance are conducted for all faculty members (tenured and untenured); reviews provide written evaluations of performance in teaching, RSCA and service; and they result in a written statement of goals commensurate with faculty rank, tenure status and seniority. Individual faculty plans for achievement are developed annually from department criteria for teaching, RSCA and service.

5.2.1.2 Even when a faculty member receives commendable or satisfactory ratings, the department head and/or college dean can make recommendations for improvements needed for particular areas, when needed for a desirable performance or for a continuous development. In that sense, annual evaluation of tenured faculty should be treated as an on-going 'post-tenure review' of the tenured faculty.

5.2.1.3 If a faculty member receives ratings of minimal or unsatisfactory performance, the department head and the faculty member will develop on an ongoing basis formative recommendations in the following year's plan to help the faculty member overcome deficiencies or shortcomings in teaching, RSCA or service.

### 5.2.2 PTR Steps

According to the A&M System's Policy 12.06, the post tenure evaluations of tenured faculty "shall occur no more often than once every year, but not less than every six years after the date of the award of tenure." The six-year review process shall consist of two steps as stated below. A timeline for this process is indicated at the end of this procedure.

### 5.2.3 Sixth-Year Professional Review.

5.2.3.1 A professional review will be conducted for every tenured faculty at least every sixth year after receiving tenure, or at least every sixth year after the first post tenure review. The department head will inform the faculty member of the required review and the procedures to be followed. A faculty member can be exempt from review upon recommendation of the department head and approval of the college dean when substantive mitigating circumstances exist, including, but not limited to, a faculty member's serious illness and/or letter of intent to retire within the upcoming academic year.