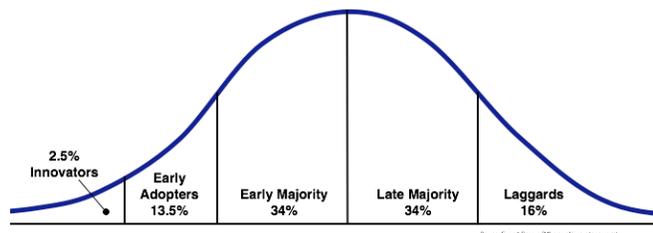


## CoSEA Leadership Meeting Wednesday, May 15, 2013

**Present:** Ben Jang, Tingxiu Wang, Sang Suh, Matt Wood, Kent Montgomery, Haydn Fox, Jim Heitholt, Grady Price Blount, Bryan Vaughan

### 1) **Announcements:**

- a. **Panic Button** Bryan Vaughn, Asst. Chief with UPD presented Panic Button training.
  - b. **Start-up funds** need to be spent or encumbered.
  - c. **Dr. Larry Lemanski coming** in as BES chair, 8/1.
  - d. **18 hour rule** still seems to be confusing some folks. The rule only applies to teaching courses for credit, not 0 credit hour lab
  - e. **PAC approves** informal “no hats required” practice for commencement.
  - f. **BIO Level II** being sought for MSB.
  - g. **[Faculty Resource Page](#)** reorganized by topic and subject matter.
  - h. **Expertise lists(s)** for Dallas Morning News. Please turn in. All faculty who have an area of expertise should be listed.
  - i. **TAMUS Auditors** report “insurance scam”. **All contracts MUST be vetted.** Dr. Blount to follow up on costs of TAMUC insurance vs. insurance purchased from other sources.
  - j. **Summer Minimum Enrollment** spreadsheets distributed by Lisa Owens. Enrollment of 10 required for undergrad and 5 for grad.
  - k. **Reassign time requests** for summer are past due. Fall needed too. Please do as 1.0 FTE.
  - l. **Another REU** success for Ben!
  - m. **Proposed CoSEA P&T** document being circulated and has been uploaded to the Faculty Resources page under Professional Development. Vote coming soon.
  - n. **Export Control** training Course #2111212. Everyone should complete this. Course is required training.
    - i. **Mona Gilley, 886-5143** (Research Office) is our Export Control contact.
- 2) **Strategic Plan 2013** analysis and plans for Strategic Plan 2014. Plan for 2013 will be evaluated and closed in the coming chair meetings.



### 3) **Basic Professional Conduct Standards** in the classroom.

- a. Student Learning Feedback (a.k.a. grades). Timely student feedback on learning outcomes and graded assignments is mandatory to facilitate success. Try *no more than two class meetings later* as a rule of thumb. Anything longer indicates ineptitude, too much work is being assigned, or not enough resources being allocated to the class. Consider the quantity of material, ease of grading, and possibility for obtaining a grader (large sections).
- b. There is already an expectation of common outcome and content in different sections of the same class. The syllabi, learning outcomes, and text (if any) for multiple sections should be functionally identical.

- 4) Summer Assignments will revolve around IE work.
  - a. Chip collecting 2011-2012 and 2012-2013 assessment results and actions.
  - b. Sam Saffer assignments –
    - i. [Unit Assignment List](#) Units listed must submit a report by Sept, 1, 2013. Make sure all departments are complete.
    - ii. Get CHEM (Laurence is lead) and Planetarium (Kent) up to speed. Dr. Jang and Dr. Donham to meet with Dr. Angel.