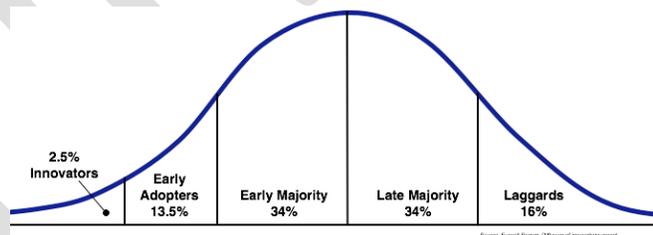


CoSEA Leadership Meeting Wednesday, June 5, 2013

Present: Jim Heitholt, Brent Donham, Kent Montgomery, Haydn Fox, Matt Wood, Ben Jang, Tingxiu Wang, Grady Price Blount **Guests:** Derek Preas, Donna Spinato

- 1) **Lab Safety Incident** on May 17th. Lax security, unsecured doors, unattended labs, unknown materials at Dairy barn raises the potential for a major safety incident. Need to renew commitment to random inspections. After hours security checks by UPD ensures the safety of premises and personnel. Individuals in buildings after hours must be limited to those on authorized personnel lists (submitted by Dept. Head or Dean). New TA training (Chip) will include safety. Lab/Building safety to be on agenda for CoSEA Fall meeting. (Chief Spinato and Derek Preas).
- 2) **Announcements:**
 - a. **Two Year** schedules on your website and CoSEA website. Karen St. John is collecting schedules.
 - i. Four year schedule to be prepared from *Day One Degree Plans*. Schedule **MUST** be followed. Scheduling properly and anticipating whether a class will make
 - b. **New IDC** plan approved, CoSEA drops from 45% to 35%. (= \$24k based on FY 12)
 - c. **Final Version Program Review** schedule circulating.
 - d. **Export Control** training, Wed. 6/12 at 12 Noon. Call Heidi Wright, x5994
 - e. **PI Meeting**, June 14th, Friday 9a.m., Student Center
 - f. **Post Doc Vacation time**, Post-Docs to be treated as 12 month employees with vacation time. The time needs to be taken and not built up over time.
 - g. **Rubric for low-enrollment sections:** Department needs to cancel class or send in a waiver form **BEFORE** the first day of class. Not the Dean's office. This needs to be anticipated in advance and taken care of.
- 3) **Strategic Plan 2013** analysis (to be over this Summer) and plans for Strategic Plan 2014.



- 4) **Chair Contracts for FY14** can be 9 month, 12 month, or 10.5 month. Please specify which.
- 5) **Summer Assignments** will revolve around Budget and IE work.
 - a. Budget preparation for *deferred maintenance*. See file emailed on 5/30. Deferred maintenance budget (\$75K) is being set up to pay for maintenance contracts, new equipment and planetarium needs.
- 6) **Set dates** for welcome back meetings, Thursday August 22: President's meeting at 9:30a.m., CoSEA Faculty meeting at 11a.m.

7) IE Update (Chip and Sam)

- a. Chip collecting 2011-2012 and 2012-2013 assessment results and actions via matrix. SLO assessment documents still needed from Ag Sciences and Physics. SACS requires data whether positive or not. Assessments should be thought of as process, not product. Sam presented an [assessment rubric example](#) provided by the IE office.
- b. Sam Saffer assignments –
 - i. [Unit Assignment List](#). Units listed must submit a report by Sept, 1, 2013.
 - ii. Get CHEM (Laurence is lead, meeting June 6) and Planetarium (Kent) up to speed.

8) Other

- a. Chairs meetings will be 1p.m. on 1st and 3rd Wednesdays, starting 6/19/2013
- b. Math interviewing A.A. candidates
- c. Brent noted errors in catalog drafts, check carefully number of hours for a major, must be a minimum of 24 hours. Check for emphasis areas being mixed up with actual degrees. 25% of all major courses have to be taught by faculty holding a terminal degree.