

CoSEA Leadership Meeting
Wednesday, June 19, 2013

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

1) **Announcements/Short Items:**

- a. Call for HEF due 7/15. See 6/14 email from April Barnes. To be sent to Lisa Owens
- b. Planetarium upgrade funded.
- c. 2% merit pool coming. Please align your evaluations in a minimum of 3 groups. (in thirds, top, middle and bottom)
- d. Keep access list up-to-date every semester. Friday morning incident.
- e. Comments ready for 100% online listing?
- f. Summer II enrollment updates, 9a.m. first class day, decide what will or will not run.
- g. We have received exactly ONE response to the Strategic Plan feedback request of 6/6. Feedback is needed from faculty on the 2013-2014 Strategic Plan.
- h. Reorganization of budgetary personnel (see hand out). Budget coordinators will be under Marshall Campbell, Budget Director (50%) and college deans (50%).

2) **Catalog Review** was a debacle. Please review your websites (what is in the catalog). The website and the catalog **MUST** match. Deadlines need to be taken seriously.

3) **Equipment** deferred maintenance spreadsheet sitting idle (except for Kent). If you want funding support we need the spreadsheet from 5/16 filled out and turned in. In order for equipment to be maintained, it must be on the spreadsheet. This includes capital equipment, hardware. Does not include consumables.

4) **New reassigned time (overload)** procedure circulating now. Make sure your people understand that one cannot claim overload pay and course releases simultaneously.

5) **Semi-annual reminder** of required syllabus items. You should check each syllabus individually. Please share this with faculty. New copies need to be distributed to students if changes are made to syllabus. Individual tests should be broken down as percentages of total grade. Test dates should be firm.

- a. Name, call number, and description of the class (This **MUST** match what is in the catalog).
- b. Name, contact information and office hours of instructor
- c. Student Learning Outcomes (Must be linked to programmatic outcomes)
- d. Textbook(s), if any, with ISBN
- e. Weekly calendar schedule of activities
- f. Calendar schedule of graded events
- g. Detailed breakdown of grading scheme
- h. Statement about students with disabilities
- i. Statement about adherence to Code of Student Life (with hyperlink to same)
- j. Any special requirements or stipulations (e.g. attendance policies)

6) **Searches approved and/or underway:**

- a. Net New Positions -
 - i. Biology TT Biomedical (new)
 - ii. Biology TT Wildlife Management (new)
 - iii. Chemistry TT Biochemist (new)

- iv. CoSEA Instrument Maintenance Tech (new)
 - v. CoSEA Lab Safety Coordinator (new)
 - vi. Physics TT Science Educator (new)
- b. Replacement positions -
- i. Agriculture TT Ag Ed (Wickersham replacement)
 - ii. Biology TT Physiologist (Hanna replacement)
 - iii. Environmental Science Instructor (failed search)
 - iv. Math Instructor (failed search)
 - v. Math TT math education (failed search)
 - vi. Math TT (Eileen Faulkenberry replacement)