

CoSEA Leadership Meeting
Wednesday, August 7, 2013

Present: Jim Heitholt, Haydn Fox, Ben Jang, Sang Suh, Tingxiu Wang, Cheri Davis, Matt Wood, Grady Price Blount **Guests:** Wayne Davenport, Amy Bassham

1) **Announcements/Short Items:**

- a. Call for Royal Roar items and participation (Wayne and Amy). Donor recognition dinner in Dallas, bringing donors and the university together.
- b. GA situation: Overstaffed or underassigned? We have 70 requested and only 50 funded. I need specific justified academic assignments.
- c. Significant changes coming for safety and building access. 20+ master keys for McFarland? Need to track down who has master keys.
- d. Past due training assignments from 8/1 Edelman email. Ag, CS, Math.
- e. New workload procedure is in effect now. 24/30 workload hours per academic year.
 - i. Need requests for any variances from the ANNUAL load. Emphasis is now on **annual** load. No overloads.
 - ii. Chip will generate master workload by Friday, 8/23.
- f. Class kill/collapse/combine deadline will be Friday, 8/23, **before** classes start.
- g. New procedure on hiring ad interims. Advertisements required for all non-internal appointments.
- h. Adolfo's comments and concerns: adjunct training (Dr. Fox in process of developing), posted office hours (suggests 7 hours for full-time faculty), professional development.
- i. New required class: **IS 597** for all new adjuncts and GTAs (Chip), in proofreading stage, 1 hour course, required, could possibly be part of online Trainraq training.
- j. Names of new faculty attending Chamber New Faculty Luncheon, 1401 Washington, 8/23/13, 12 Noon. Due to Linda by 8/15. New faculty need to attend new faculty orientation.
- k. Last call for corrections/updates to undergraduate catalog. Due to Lisa Robinson this Friday, 8/12. See Dan Edelman email dated 8/5/13.
- l. IE Update and call for 2013-2014 Assessment plans for Sam Saffer. Physics, Biology and Chemistry still outstanding.
- m. Lack of feedback on Strategic Plan is officially ridiculous. Should I write something up to inform SACS that our faculty have no stated opinion on the future of their programs?
- n. Betty Block is collecting feedback on SSC services. Send her your comments.