

## Minutes - CoSEA Leadership Meeting August 23, 2012

"People who enjoy meetings should not be in charge of anything."

-Thomas Sowell

PRESENT: Blount, Donham, Heitholt, Jang, Suh, Wang, Wood

Guests: Hanna, Harp

- 1) Welcome: Grady distributed merit notification letters and introduced guests. Michael Hanna distributed flyers for the North Texas Research Symposium to be held November 3<sup>rd</sup> at the UNTHSC in Ft. Worth. We will have a bus to transport TAMUC students wishing to participate. Derald Harp invited everyone to the monthly open meeting of the TAMUC Faculty Senate (1<sup>st</sup> Tuesday at 2:00 PM).
- 2) Greeting from Grad School. Allan Headley was joined by Mary Beth Sampson, Kaylee McIlveene, and Richard Curry to provide an overview of services offered by the grad school and research operations. In particular Allan noted that all graduate faculty memberships are being examined as part of the SACS *Snapshot Year* activities. He explained the difference between GAs, GTA, and GRAs and reminded everyone that all GRAs must submit a report to the spring research symposium.
- 3) Curriculum Issues: Derald Harp described a major revision of the curriculum approval process. Faculty Senate will be promulgating a structure which includes faculty vetting, a college Executive Council, and finally to the Academic Dean's Council (ADC).
  - a. Curriculum changes will be due September 20<sup>th</sup> this year (rather than in October).
  - b. Degree Creep Problem — Inserting new requirements into one program can affect other programs. Two incidents came up this past year:
    1. A prerequisite was added to a course offered within one program, but the course is required by another program. This action pushed the second program's hours above 120.
    2. A course in one program was increased from 3 to 4 hours. The course is required in another program, and pushed the second program's hours above its limit.Solution — Department heads will form the college Executive Committee so than program changes cannot be made without college committee approval
  - c. Follow-up on April Preston's audit to make sure your listed and actual offerings MATCH what we have authorization for from SACS and the Coordinating Board.
- 4) Let's make sure every faculty member has a homepage linked from the main program pages.
- 5) Syllabi Standards:
  - See excerpts from Tingxiu's sample on next page.
  - Student Learning Outcomes (see below)
  - Specifics on how grade is calculated
  - Schedule indicating important dates (e.g. exams, labs, reading assignments, etc.)
  - Contact information
  - Cross-listed grad/undergrad must document more rigorous requirements for grads.
- 6) Student Learning Outcomes for all programs have now been compiled. You should be actively assessing those data in real time. Be sure you can explain how the content in each class aligns with your programmatic mission and goals.
- 7) Who are we sending to *2012 Reinventing Instruction and Learning Conference*, October 3-4, 2012?
- 8) Please circulate this link with your faculty and get any comments back to me by 9/12:  
<http://www.thecb.state.tx.us/index.cfm?objectid=DE96F52A-D583-AE1B-C7265EA2CD5E90B3>
- 9) Fall enrollment monitoring. Collapse, Combine, Transfer as needed.
  - a. Check your faculty workloads (24 workload hours/year)
  - b. Check your GTA workloads (generally 2-4 labs depending on length)
- 10) Navarro update (see Sharon Johnson note of 8/7/12).
- 11) Please gently remind your faculty about state property rules. In particular, anything on their TAMUC email accounts and/or stored on state-owned computing equipment is, by definition, public record.

- 12) Please point out this new policy to your people: <http://web.tamu-commerce.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/31CompensationAndBenefits/31.01.01.R0.03ApprovalProceduresForSupplementalCompensationAndDualEmployment.pdf> Faculty and other salaried employees are “exempt”. Anyone who reports through *Time-Traq* is “non-exempt”.
- 13) STEM Education positions transferred to CoSEA. Frank Hall needs replacing.
- 14) Post-tenure review schedule.
- 15) AY12-13 is SACS Snapshot Year.
  - a. Instructor of Record for UG MUST have 18+ graduate hours in the discipline.
  - b. Instructor of Record for Grad MUST have terminal degree in the discipline.
  - c. Only applies to credit-generating sections fulfilling degree requirements.
  - d. Be extra careful to avoid overloads and/or over-filled sections.
  - e. We cannot put a GAR into Banner as an Instructor of Record.

To: All Math Instructors  
From: Tingxiu Wang, Department Head of Mathematics  
Date: August 20, 2012

Subject: Preparation for the new semester

Dear Colleagues:

The new semester is only a week away. When you prepare for your new semester, hope the following will be useful for you.

1. University ID Card: Classrooms can be opened by a new University ID card. You may want to get a new one since keys will not be functional by the end of this year.
2. The following information should be included in your class syllabus:
  - \* Your office hours, office location, and contact information (phone number, email...)
  - \* The final exam time, which can be found at <https://web.tamu-commerce.edu/admissions/registrar/documents/FinalExamScheduleFall2012.pdf>
  - \* The information for students with disability: The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact: Office of Student Disability Resources and Services, Texas A&M University-Commerce, Gee Library, Room 132, Phone (903) 886-5150 or (903) 886-5835, Fax (903) 468-8148, email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)
  - \* Basic Tenets of Common Decency: “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (Student’s Guide Handbook, Policies and Procedures, Conduct.) This means that rude and/or disruptive behavior will not be tolerated.
  - \* **Student Learning Outcomes for the course.**
  - \* **Explicit description (with dates and deadlines) of how grade will be derived.**
4. Please give a hard copy of each of your syllabi to Judy so that the department office has a record. *This is required.* A copy in the department office helps us respond to requests from students and parents more effectively.
5. Adjunct faculty and GAs: *please provide me with*