

Chairs (08/31/11)

CoSEA Leadership Meeting August 31, 2011

In attendance: Grady Price Blount, Ben Doughty, Sang Suh, Charles Dorsett, Haydn Fox, Brent Donham, Jerry Parish, Jim Heitholt, Ben Jang

Mission: Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.

Hitlist:

- a. Small sections: combine, collapse, cancel, or justify.
 - i. *Small sections equals poor planning – Ouch!* (Grady)
 - Went over small classes and explained how to combine courses, cancel or fill out small class justification codes.
- b. Spring 2012 Scheduling.
 - i. Administrative meeting this Friday at 10 AM (set up dates for Spring 2012 scheduling).
 - ii. *Flex* sections beginning after 20th class day go into base count (Grady)
 - Asked chairs to look at classes to add as flex entries.
- c. Please provide Student Learning Outcomes (SLOs) to Grady
 - Within the next week to ten days.
- d. Mission Taskforce: Pelin Altintas-Deleon, Eileen Faulkenberry, Jeff Kopachena.
- e. Get all of your web pages populated (faculty portraits, broken links, etc.)
- f. Are you going to appeal to low-producing cancellations?
 - Agreed by the chairs to appeal the low-producing cancellations.
- g. First Aid/CPR Training [Schedule](#)

SACSCOC IE Core Team nominations: Lawrence Angel, Charles Dorsett, Matthew Elam, Jeff Kopachena, Sam Saffer. Sandy Weeks would prefer department chairs for this committee.

- i. Need to form CoSEA IE Committee now. (Grady)
 - Asked for suggestions for committee.

Weave training session needs to be scheduled. Rusty has [WEAVE Podcasts](#) posted. FY11 data must be posted by 9/30. Volunteers? (Grady)

- Get data moved to our college and asked for a volunteer.
- Brent Donham volunteered to speak to Barbara Forbes to get this completed. He also talked about faculty attending WEAVE training.

Relocation Guidelines. TAMU-C failed two space allocation audits. Coding and pro-ration of space in disarray. Now requiring Facilities Maintenance notification for all room use changes. Brent is helping with this task. (Grady)

- Need to utilize classroom space.
- Fall term is the only semester that is counted.

Discussion of Merit Recommendations. We will have \$45,900 in CoSEA. (Ben Doughty)

- Discussed the procedure that was used to calculate last year's merit. (Grady)
- Talked about different levels to calculate the merit for this year.

Grant Writing: Three Major Issues: Write release time into grants.

IDC Rate and Distribution?

Workload (see #7 below)

College to prepare draft workload plan: 150% credit for each graduate section
125% credit for >300sch production
150% credit for >500sch production
Funded release (see #6 above)
Lab workload: Contact hours * 0.66
Institutional release (Chairs, SACS, etc.)

12.03.99.R0.01 Faculty Workload...The work load for a full-time assistant in the fall or spring semester is teaching six (6) semester credit hours. The summer teaching load shall be three (3) semester credit hours per term. A lesser assignment is possible with a reduced stipend.

Job Description for department chairs including remuneration and contract length.

Let's go for coverage in depth for our administrative functions. (Grady)

- Wants to look at 10 ½ month contracts.
- Jerry Parish will take the lead on writing job descriptions.

Status of Mesquite course offerings and comments on same? Midlothian wants a fulltime math and a fulltime science faculty member. UNT is abandoning CS at Colin County.

Look for *Digital Measures* training sessions coming up. All faculty must complete training AND get their data entered by January 18th. (Grady)

- Faculty data is entered into Digital Measures.

Bao-An stepping down. I will meet with Physics faculty. Current plan is to solicit volunteers and/or assign interim chairship from dean's office and begin national search for fulltime replacement. (Grady)

- Sal Attardo has asked Ben Doughty to help as associate dean in the College of Humanities and Kent Montgomery has volunteered to be the interim department head in Physic and Astronomy.
- The Provost has approved a national search to fill this position.

Where do we have poster-format printers? (Ben Doughty)

- The Planetarium and Biology have poster-format printers.

CoSEA support for Anwar's efforts to set up IT at TAMU-C. (Sang Suh)

- Several of his students will help Technology Services.

Other items? (Jerry Parish)

- Thanked everyone for their help over the summer and welcomed Grady to the university.