

Chairs (090711)

CoSEA Leadership Meeting September 7, 2011

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

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.

1) Hitlist:

- a. Admin changes... Welcome to Kent... Re-welcome to Jerry... Sort of a farewell to Ben... (Grady)
Announced that Jerry Parish would be the interim assistant dean for Science, Engineering and Agriculture.
Kent Montgomery was welcomed as interim department head in Physics and Astronomy.
- b. Small sections: combine, collapse, cancel, or justify. (Grady)
 - Asked departments to send through forms to combine or cancel classes.
- c. Student Learning Outcomes (SLOs) to Grady. (Grady)
 - Asked departments to send in SLOs as soon as possible.
- d. Missionaries meets this Friday @ 1:00PM: Pelin Altintas-Deleon, Eileen Faulkenberry, Jeff Kopachena, Greg Wilson.
This is the committee that will work on the mission statement.
- e. SACSCOC IE Core Team meets Thursday @ 1:30PM: Lawrence Angel, Charles Dorsett, Matthew Elam, Jeff Kopachena, Sam Saffer.
- f. Web pages all populated and fixed?
- g. First Aid/CPR Training: Doyce Dees, Hayden Fox, Jeff Kopachena, Susan Gross, Perry Moler. (Grady)
 - The college will pay for CPR training.

2) Weave training update (Brent Donham)

- Went over WEAVE procedure as explained in the attached file.
- Department heads can log on and see all of the faculty members for the college.
- The data needs to be entered in WEAVE for 2010/11 and 2011/12 by September 30th.

(Grady)

- WEAVE is being used to prepare SACS report. (See attachment).

3) Intent to appeal MA/MS-Math sent to THECB. Response due to Sandy by September 23rd (Charles Dorsett)

- Working on a strategy to appeal Ma/MS.
- Emphasized doing everything they can to save the program.

4) Spring 2012 Scheduling.

- a. College collaboration to avoid toe stepping.

- b. Spring Schedule will be basis of *staffing white paper*.
 - i. We have currently spent entire annual budget for adjuncts.
 - ii. We have currently spent entire annual budget for all variants of GAs.
 - iii. Where possible, save *High Weighted sch Classes* for Flex and/or Summer 2012 through Spring 2013 offering.
 - iv. I will apply this rubric: $\sum \text{sch}_{\text{offered}} - \sum \text{sch}_{(\text{Available FTE faculty} * 12) - \text{releases}} = \text{actual deficit}$.
 - v. The intent is to minimize fiscal surprises.

5) Merit Recommendations? (\$45,900 available). (See attachment).

- 6) Job Description for department chairs. Larry wants 12 month contracts ([Policy 01.03.99.R0.04](#)).
 - a. Currently states “*a minimum course load reduction of three (3) semester hours in one of the summer terms*”. What is the summer expectation?
 - b. Add: Specific emphasis on SACS and THECB assessment and compliance.
 - c. Add: Faculty evaluation and mentoring.
 - i. Tenure & Promotion Guidance.
 - d. Δ Size matters. Current policy specifically excludes size of department. (Jerry Parish)
 - Talked about department heads needing a job description. He volunteered to prepare guidelines.

7) Other items? (Jim Heitholt)

- Discussed meeting with Randy Van Deven (Institutional Advancement) and a supporter who is interested in giving money for equine improvement.