

Chairs (092111)

CoSEA Leadership Meeting September 21, 2011

In Attendance: Jerry Parish, Brent Donham, Charles Dorsett, Haydn Fox, Kent Montgomery, Jim Heitholt, Ben Jang, Michael Hanna, Sang Suh

Today's meeting was to review spring course schedules for possible student scheduling conflicts. Grady was out of town and asked Jerry Parish to conduct the meeting. (Jerry Parish)

- Asked the Chairs to bring 9 copies of their spring course schedule to the meeting to exchange with each other. (See attachments)
- Grady asked that the Chairs look at schedules within our college to see if there are any scheduling issues.
- It was mentioned to pay close attention to the University Study courses when scheduling.
- It was emphasized to get the schedules as clean as possible.
- Grady's exact words were "I do not want any surprises".

Weave Online (Jerry Parish)

- The Chairs were asked to try to have their departmental WEAVE Online completed by the end of the week and start developing next year's information.
- The FY11 is due by September 28th.

Department Head Guidelines (Jerry Parish)

- Thanked the Chairs for sending a list of department head duties.
- He is working on the guidelines and will share with the Chairs as soon as it is complete.

Student Learning Outcomes (Jerry Parish)

- Grady is missing some of the Student Learning Outcomes and to please turn them in for your department as soon as possible.

Course Inventory (Jerry Parish)

- Discussed the course inventory and asked the Chairs to make sure their inventory is up to date and has the correct information.
- It is very important to start the process of correcting any incorrect information.
- It was discussed the impact curriculum changes could have on the course inventory.
- The course changes (add, delete, or change a course) are due to the dean's office by October 17th and will be reviewed at the Chair meeting on November 18th.
- The curriculum changes are processed by Lisa Robinson in the Registrar's Office.

Class Schedules (Jerry Parish)

- Class schedules were due to the Dean on September 19th and due to the Registrar on September 26th.
- A workshop will be held on September 28th for administrative assistants on entering data into the system.
- The proofing and making final changes on the schedule will take place on September 30th through October 6th.
- The schedule should be live on October 7th.

Class Utilization (Jerry Parish)

- There was a discussion with worries of space utilization.
- It was emphasized that the departments need to define what is needed for their classes and they discussed on how the class utilization is calculated.

Flex Courses (Jerry Parish)

- Asked the date flex courses would begin for the spring semester.
- It was decided that the courses begin after the 20th class day of the semester.
- The pros and cons of flex courses were discussed.

Please send the following to Lisa Rabe by September 26th at 9:00 am an electronic copy of the following 4 items:

1. List of your adjunct faculty request for the spring semester – include course/lab prefix, section number, adjunct faculty name and salary. If teaching more than one course/lab provide a separate listing for each course/lab.
The Dean's office will send a template to each department.
2. *List of your GAT request for the spring semester*-include course/lab prefix, section number, GAT name and salary. If teaching more than one course/lab provide a separate listing for each course/lab.
The Dean's office will send a template to each department.
3. Also, you will need to provide a listing of your GAR's and GANT's for the spring semester with names, purpose and salary.
The Dean's office will send a template.
4. Provide your departments request for "*reassigned time*" for the spring semester. Include the faculty name, the amount of reassigned time requested, the purpose of the reassigned time and the costs. Include yourself in this listing.

Other Business:

Faculty Lines (Ben Jang)

- Talked about attending a meeting with Provost regarding faculty lines.
- There was a discussion about when the new faculty lines will be approved.
- Dr. Parish stated that they need to get searches under way, but have not received approval.

Who Is Chemistry (Ben Jang)

- Talked about the upcoming "Who Is Chemistry" that is scheduled next Wednesday on September 28th and asked for everyone to attend.

Conference (Kent Montgomery)

- Went over a conference that the Physics department is hosting on October 7th and 8th in the Student Center.

Low Producing Programs (Charles Dorsett)

- Discussed a letter sent out by the Coordinating Board regarding low producing programs.
- Stressed how important it is to monitor your programs and be pro-active.

The next Chair meeting is scheduled next Wednesday at 3:00 pm.