

## Chairs (092811)

### CoSEA Leadership Meeting September 28, 2011

**In Attendance:** Jerry Parish, Charles Dorsett, Haydn Fox, Brent Donham, Jim Heitholt, Kent Montgomery, Ben Jang, Amar Rasheed

*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.*

SAC's Reaffirmation Committee (Grady)

- Went over needing someone to chair the SAC's reaffirmation committee.

Nominations to *Distinguished Alumni* selection committee (Grady)

- This is an awards committee that meets one time to select the distinguished alumni award.

1) Reminder on *Pending Roster* reports (sent out yesterday)

2) Several meetings with Derek Preas. Doyce Dees being reassigned to CoSEA offices. Will be developing *Facilities Manager* job description. Who has safety duties for AGIT, Binnion, and Journalism?

(Grady)

- Talked about the serious safety issues.
- Doyce Dees has been asked to start thinking about creating a job description for facilities manager or building coordinator.
- The college needs a "go to" person to keep track of safety.

3) *Mane Event* (Brent Donham)

- Talked about it being time to reserve a break out session for the Mane Event on October 15th.
- Explained about the different time slots and how important it is to get a time set up for the departments. (See attachment)

4) ABET site visit (Brent Donham)

- Discussed ABET, which is the accreditation agency that will be visiting campus on October 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>.
- Their primary target will be Physics, Mathematics, Chemistry, and Computer Science.
- The chair of ABET will meet with the Dean, Provost and President and there will two visiting auditors.
- Most of the questions will surround our continuous improvement process.

5) HSI STEM grants announced yesterday: El Centro & Mountain View. Brent notes Eastfield is also an HSI. (Grady)

- HSI status is very important to the President.
- Discussed the importance of picking HSI community colleges recruiting students and for partnerships and articulation agreements.

Pending ownership ID on WEAVE sub-disciplines (Jerry Parish)

- Went over a list sent out by Barbara Forbes showing no one assigned to certain programs.
  - a. *Weave* deadline is today (September 28) (Grady)
    - Talked about the importance of assessing all of our programs.
    - There was a discussion on the different courses and ones that might need to be eliminated.

(Jerry Parish)

- Asked the Chairs to talk to Barbara Forbes and get any problems worked out.

b. *IE Workshop* on October 7<sup>th</sup>

6) Mission statement draft is out:

*Excellence in Education, Strength in Research, Boundless Opportunities*

(Grady)

- Stated that the mission committee has submitted a draft to the faculty and encouraged the Chairs to give their faculty feedback.

7) Get started with advertisement for vacant PINs. Chairs to submit “authorization to search” forms.

(Grady)

- Asked Chairs to submit a new search authorization for any pending searches.
  - a. Staffing White Paper (Grady)
    - Talked about taking all of the workload hours (not a semester credit hour). Example: 500 workload hours, 10 faculty x 12 = 120, 20 GAT’s x 6 = 120, leaves 260 net hours needing coverage.
  - b. Cap enrollments at zero until instructor is found (Grady)
    - If the college can’t get the money then the course will be cancelled.

8) Release time forms for Spring 2012? Kent, Brent, (Grady)

- Asked for release time request forms before the Spring schedule is finalized.
- The Provost has agreed to give all new faculty 25% release time, maybe 50%.

9) Spring 2012 Schedule Discussion and debriefing on Dean’s Retreat and CB

- a. Need net FTE calculation based on Spring 2012 schedule.
- b. Lab workload hour calculation depends on understanding lecture/lab breakout for each class (e.g. Is a given class a 2:2, 3:2, 3:3, etc.)

Development of new annual evaluation policy (Grady)

- Went over with the Chairs that administration has agreed to revise the annual evaluation policy.

Development of new IDC distribution schedule (Grady)

- Talked about the IDC distribution schedule that Allan Headley will propose, but it will have to be approved by the President's Council and Executive Council.
  - 20% goes to the department and wants to get it moved to the college to help with operating money.
  - We are trying to build our strength as a college and be able to support faculty in scholarly activity.
- c. Merit recommendations aggressively vetted by Provost's office (Grady)
- Submitted merit recommendations and was told at Dean's Retreat that the Provost will hold back 15%).

Professional development training for chairs (Grady)

- Discussed that Jerry Parish put together a description of department chair duties.
- The Provost has agreed that the Chairs can decide if they want a 9, 10 ½ or 12 month contract.
- The Chairs will be expected to be role models for their faculty.
- Discussion regarding not having any professional training for department chairs.
- Grady encouraged the Chairs to attend any management seminars and the System Assessment Conference in February.
- Talked about the need to get some type of GAT training program in place (required by System policy).
- The Chairs need to mentor their GAT's).

i. For example, confrontational faculty with poor netiquette (Grady)

- Talked about your obligation to respond if a statement is made that is not correct.
- You cannot broadcast personnel over a list serv.

CB observations on low-producing programs (Grady)

- Met with the Coordinating Board and was told that all low-producing programs will be eliminated. (See attachment)

Other Business (Grady)

- Talked about Merlot which is the new online textbooks.
- Asked Chairs to make sure that all non-credit labs are set up in Banner under TA's.
- Asked that any tutoring sessions in the fall be entered in Banner so we can show room use.

(The Provost)

- Is in favor of Impromptu Scholarships and is working on printing up a certificate that the faculty could take to a public event or junior college and offer kids a scholarship.

(Grady)

- The Coordinating Board has ruled each institution will have an out-of-state program review every seven years.
- Each institution will have to provide a schedule for said reviews to the Coordinating Board by December 1<sup>st</sup>.
- The new core curriculum is coming out and it will have 42 maximum semester credit hours.

10) Dinner at President's Pavilion this afternoon @ 5:30 PM.