

CoSEA Leadership Meeting October 5, 2011

In Attendance: Grady Price Blount, Jerry Parish, Amar Rasheed, Ben Jang, Haydn Fox, Brent Donham, Kent Montgomery, Charles Dorsett, Bob Williams

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.

CoSEA DRAFT: Excellence in Education, Strength in Research, Boundless Opportunities (Grady)

- Asked the Chairs to get faculty involved in voting on the mission statement.

Provost office requests a list of all 1+3, 2+2, etc. programs. Plus program descriptions and number of students participating in programs. Due to dean's office by this Friday. (Grady)

- Need list of all 1+3, 2+2 programs with a paragraph description and number of students participating in the program. This is a System request.

1) *Mane Event* will be 2X sessions each. Please schedule rooms and get schedule to Stephanie Holley. Carley Tucker will float. (Grady)

- There will be two back to back sessions beginning at 10:00 am. The sessions will be set up so that students have the option to attend more than one session.
- Grady and Carley Tucker will be available for student questions.

Report on Dallas Chamber of Commerce *University/Business Roundtable* (Grady)

- Discussed attending the Dallas Regional Chamber of Commerce University/Business Roundtable.
- It involves business people and representatives all over the area universities who are creating an institution independent resource page.
- It will be institution independent, department independent and will be based on faculty capabilities.
- Ben Jang will be attending the next meeting with Grady.

Texas Section-APS on campus Friday. (Kent Montgomery)

- The Texas Section-APS starts Thursday night with registration and food.
- There are over 300 registered, but not sure how many will attend.
- There will be a banquet on Friday night for anyone registered.
- Most of the conference will be held in the Student Center and will end Saturday around 2:00 pm.

ABET site visit this coming Sunday through Tuesday. (Brent Donham)

- The ABET luncheon will be held Monday.
- The Physics department will be the first department ABET will visit.

2) *Weave* entries all completed? SLOs all generated? *Weave* entries have been entered for last year. (Ben Jang)

- Talked to Barbara Forbes on Monday regarding merging different programs together.

- SAC's looks at the programs differently than the Coordinating Board, so it is up to the Dean and Provost.

(Grady)

- Will check with Barbara Forbes.

(Jerry Parish)

- Explained the Coordinating Board list that was sent out to the Chairs.

3) HEAF allocation of \$305,054 (91% of Priority 1 requests) (Grady)

- Lisa Gideon is separating out the HEAF allocations.
- There are four faculty with start-up money and the dean's office can transfer the money into the departmental account.

Positions ready to advertise (Grady)

- Need to fill out the authorization to conduct a search for all positions that have been approved (see attachment).
- The Provost stated at the Community Update that the university has nine new positions accrued and the President is approving seven more.
- The Provost stated that the new positions would be released in the next two weeks.
- The Chairs discussed their concerns regarding how many new faculty each department would be allowed to hire.

4) Tentative Deficit numbers:

<u>DEPT</u>	<u>HOURS</u>	<u>FTEs</u>
AG	0	0
BES	33	2.75
CHEM	49	4
CS	28	2.3
ENG	0	0
MATH	15	1.25
<u>PHYS</u>	<u>37</u>	<u>3</u>
	162	13.3

(+ John Hickman 1/2-time lab coordination)

5) Some comments on memorizing and *open book/open note exams*.

- “Never memorize something that you can look up.” – Albert Einstein
- The rule of 3's: *People must hear, see, and write something 3 times before retaining in memory.*
 - You should practice the rule of 3's with your student learning outcomes for a class.
- We are living in an information rich society. Students can get content from anywhere.
- Ergo, our role as information providers has ceased to exist.
 - Rather, we are information interpreters and guides
 - We teach discrimination, nuance, and analysis. (Grady) wants to encourage the use of open book and open note exams.
- Memorization proves nothing except the ability to memorize.
- Particularly with on-line/"take home" exams, the question itself must be cheatproof.
 - i.e. Original questions requiring original answers! (Grady) you have to use bullet proof, original questions for this to work. It's lazy to use published questions. Please start talking to your faculty about the fact that the students may have access to information other than what is in the classroom. We need to focus on understanding what we are doing rather than memorizing.

6) The syllabus as a contract.... (Grady)

The syllabus is a contract and can't be violated.

- If a faculty member wants to change something on a syllabus, they need to write it down, print out the new version and hand out to their students. It can't be handled orally. (Brent Donham)
- Asked if there could be changes made to the syllabus once it is uploaded into the system.
- Greta Spradling in the Provost office verified the syllabus could be changed if the dean and department head approved.

7) Other Business (Grady)

a. Low Producing Programs

- At the Community Update, Dan Jones talked about appealing the low enrollment denial in Math and Spanish.
- This appeal will be coming from John Sharp.

Global Learning Summit – (Grady)

- The Dean's office will pay for any faculty who want to attend.
- Please email Lisa Rabe if you plan to attend, she will compile a list and send in the payment.

Room Scheduling- (Haydn Fox)

- Discussed conflicts on room scheduling and asked if there is a policy.

(Grady)

- Will find out if there is a policy.

Room Utilization (Grady)

- Reminded everyone that the rooms that get credit are lectures, labs, and office space.
- The rooms need to be coded correctly.

Software for Room Scheduling (Grady)

- Asked if there was any software in place for room scheduling.
- The Chairs stated they thought the university has the software, but it has only been used to schedule the Mane Event.

- b. Department Head Meeting – It was voted to start meeting every first and third Wednesday of the month.