

(11/02/11)

**CoSEA Leadership Meeting  
November 2, 2011**

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

*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.*

The mission of the Office of the Provost and Vice President for Academic Affairs is to provide Texas A&M University-Commerce leadership and guidance to the academic colleges and divisions in the areas of research, instruction, scholarly activity, and globalization.

CoSEA DRAFTS: [Excellence in Education, Strength in Research, Boundless Opportunities](#)  
[AKA Excellence, Strength, Opportunity](#)  
[Discovering the Future](#)  
[Strength, Excellence, Advancement \(this one proposes using the CoSEA acronym\)](#)

- 1) Please check degree program listings for clarity and consistency. Jerry will coordinate:  
<http://web.tamu-commerce.edu/academics/azPrograms.aspx> (Jerry Parish)
  - The link listed above has program information.
  - It should have an explanation of the program (degree plan, tell about the major, what the program consist of and how to complete the program).
  - There are some programs listed that do not connect to anything.
  - Check the majors in your department and see if there is a link students can follow.
  - If we don't have the links then we need to get them established.
  - Send any comments to Jerry Parish.

Also, College of Ed is requesting alignment of teacher certification tracks.  
(Frank Hall and Donna Tavener)

- Discussed redoing the non-STEM courses for students going into Secondary and Higher Education.
- Need to get more people interested in the STEM fields.
- Make students aware of the types of careers they can have as a teacher.
- Have two goals:
  1. To improve the quality of teaching (by producing better teachers at the university.)
  2. Increase the numbers and quality of students who graduate high school and attend our university to major in STEM fields.
- UTeach is the model the program is looking at bringing to campus.
- This model is a way to improve the quality of secondary teaching in school districts.
- It would allow students who are interested in secondary teaching to get a degree within their STEM discipline, but still have enough courses to qualify for certification.

- 2) Circulate mission drafts for final comment and voting. Virtually zero feedback from faculty. Not acceptable. (Jerry Parish)

- Grady is concerned that only three faculty have responded to the mission statement.
  - Need more input from faculty.
  - Please go back and talk to your faculty.
  - See if they have any suggestions or issues.
  - Send directly to the dean.
  - Please handle this as soon as possible.
- 3) Proposal to move Planetarium into CoSEA (Kent Montgomery).
- Dean wants approval from department chairs to move Planetarium under CoSEA.
  - Chairs voted “yes” on the proposal.
- 4) Request for two reference documents: (Jerry Parish)
- 1) Two-year course rotation  $f$ (base year formula) 2) Historical degree production for last 8-10 years
- Need to work on formulas so that we know what is going to make the most money in base periods and what will make the least in non-base periods.
  - The first step is to develop a two-year course schedule rotating classes.
  - Haydn Fox will email an example to each Chair.
  - Need to start maintaining documents so that we have something to come back to if we are told we have a low producing program or so we can see a trend is taking place and take steps to counteract .
  - The better and more effective planning of course scheduling is the real objective.
  - Maximizing money, release time, and adjunct numbers all make an impact.
  - Will be some time before we can be effective.
- 5) Position requests will be sent out next Monday. Please be sure you have info in to Grady. (Jerry Parish)
- Position request forms will be sent out next Monday.
  - Faculty Senate handed out a list of new faculty lines (data was not correct).
  - Need to send through paperwork for search authorizations and position vacancies to the dean as soon as possible.
- 6) Adjunct pay rate. Is there a standard “per workload hour rate”? If not, should there be? (Jerry Parish)
- Grady is trying to come up with a standard rate per hour by discipline.
  - It was discussed among the Chairs that there is not a set rate of pay for adjuncts.
  - Dr. Parish emphasized that the departments need “be in the same ballpark” regarding the salary paid to adjuncts.
- 7) Flex session pay plan discussion? Comments? Additions? If someone wants to do one, Grady would like to “limit any paid overloads to 3 workload hours or less”. (Jerry Parish)
- The pay plan that is being discussed is for an overload course.
  - If any of the faculty teach an additional course in that flex time then there is a pay scale and formula to pay for the additional course taught.

Other Business:

- Arts and Science Criteria for Promotion and Tenure Departmental Plan (Jerry Parish)

- Most were done from 2008 through 2010.
- Asking Chairs to review the plans with their faculty.
- Need revisions for 2011 for the new college.
- Make any revisions and send electronically to Jerry Parish within the next 30 days.
- Promotion and Tenure for CoSEA (Jerry Parish)
  - Grady wants the Chairs on the committee.
- Classroom Utilization (Charles Dorsett)
- Has concerns regarding classroom utilization.
- There was discussion among the Chairs regarding who controls the room utilization.

(Jerry Parish)

- Room utilization may be controlled by someone in the Registrar's office.

(Brent Donham)

- The university has hired several of Engineering's students to measure all rooms (not just classrooms) so that Facilities has accurate measurements.

(Kent Montgomery)

- There are blueprints for when the buildings were first built, but there have never been any changes or modifications recorded causing the problem with accurate measurements.

Next meeting will be held November 16<sup>th</sup> at 3:00 pm in Science 103.

# TEXAS A&M UNIVERSITY -COMMERCE

**Position Title:** Academic Department Head

**Department:**

**Reports to:** Dean, College of \_\_\_\_\_

**FLSA Status:** Exempt

Existing policy is 01.03.99.R0.04

## **PURPOSE of POSITION:**

Serves as the liaison between the college dean and the students, staff and faculty of the academic department.  
Provides leadership, management, support and oversight for the academic department.

## **ESSENTIAL FUNCTIONS:**

### **ADMINISTRATIVE**

- **Leadership:** Serve as the chief advocate for advancing the mission and goals of the department and ensuring that student learning outcomes (SLO'S) are vertically aligned within the mission of the college and the institution. Program assessment and documentation of departmental performance are critical requirements. Lead by example with best practices for recruitment and retention of students, faculty success, alumni relations, securing and managing extramural funding and other scholarly and creative activity.
- **Faculty Professional Development:** Promote and mentor the professional development of faculty within the academic department. This includes encouraging and supporting attendance at professional conferences, grant writing, academic and research publications, professional consulting, mentoring and community engagement. The department head plays a critical role in mentoring their faculty to success in achieving tenure and advancing through ranks. The same level of commitment should be shown toward maintaining the professional development and ongoing success of seasoned faculty.
- **Annual evaluations of faculty and staff:** With direct individual input, develop annual *performance plans* outlining what each faculty or staff member will accomplish in the coming year. That plan will serve as the baseline for annual merit evaluations which are conducted by the department head. The department head will combine the results of these individual plans to produce an annual performance plan for their academic unit.
- **Budget and Scheduling Management:** The department head has ultimate responsibility for ensuring that departmental course offerings optimize resources and are offered in a timely manner with adequate student

input to ensure the smooth flow of student progress towards graduation. The department head exercises fiduciary responsibility all departmental operating, special, and endowment accounts as well as fixed and consumable assets assigned to their programs. Four year course schedules will be updated annually. Department heads will monitor their dedicated scholarships closely and ensure that awards are made in a timely fashion.

- **Curriculum Development & Revisions:** A continuous departmental plan for curriculum development, review and revision will be maintained utilizing course student assessments, input from faculty, program graduates and external stakeholders/employers. In particular, results from these assessments will be used to identify and respond to areas of weakness and seek out new areas of strength.
- **Student Advising and Mentoring:** In conjunction with program faculty and departmental staff, the department head will oversee an effective and continuous student academic advising program for each academic program of study in the department, monitor graduation rates, and ensure compliance with any relevant Texas Higher Education Coordinating Board requirements; particularly, where appropriate, state-mandated core curriculum learning goals. For departments including graduate programs, the department head will serve as a primary mentor for new graduate students and ensure that any graduate assistants employed by the department, including those supported by extramural funds, receive appropriate training and mentoring to enable them to perform their job assignments professionally.
- **Additional Responsibilities:** The academic department head will keep faculty informed of institutional issues in a timely and transparent fashion, manage departmental student issues, the graduation process, employment of adjunct faculty and GA's, departmental and program marketing including the departmental website, student internships, alumni records, ordering of equipment and/or supplies, facility renovations, and the completion of various required reports. With assistance of other professional staff, the department head will serve as the primary contact for maintaining contact with program alumni; particularly with regard to using student success information to support assessment requirements.

## TERMS AND CONDITIONS

- The academic department head will normally receive a 50% load reduction. Reduced teaching loads may be granted for excessive required administrative responsibilities, funded research activities, grant writing/management, and the size or complexity of the department.
- Appointments are normally made nine or twelve month terms but intermediate appointments are possible depending on time commitments of the department chair to other duties.
- Department heads are expected to expand their own professional development as managers, administrators, and mentors; particularly in the basic skills of assessment, evaluation, and personnel management. They are particularly encouraged to mentor their faculty peers by developing and maintaining an active succession plan and ensuring that administrative skills become pervasive components of their departmental culture. When unable to perform their duties they will assist in identifying and training a faculty peer to assume the duties of department head on an ad interim or other temporary basis.
- The department head should always be prepared to be the first point of contact for questions about college, institutional and system policy. As such, they should maintain an active familiarity with policies and procedures related to students, faculty, staff, and operations. In particular, the department head must scrupulously observe policy-driven calendar deadlines affecting the success of their faculty peers, and their program as a whole.