

CoSEA Leadership Meeting
December 7, 2011

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

1) Essential Personnel memos to dean's office ASAP. (Jim Heitholt)

- Met with police chief regarding inclement weather personnel.
- Safety is a huge concern with University Police.
- University Police want an essential personnel list for each department.
- Faculty cannot be on campus if the university is closed because of bad weather.
- Big concern of people being injured during bad weather.
- Everyone is asked to work with University Police.

(Grady)

- Please turn in inclement weather list to the dean's office by the end of the week.
- Will submit one memo for the college.

2) Jerry stepping up from Assistant Dean slot effective December 31st. Comments? Suggestions? (Grady)

- Jerry Parish will be returning to full-time faculty.
- Carley Tucker is resigning as Academic Advisor.
- There will be some substantial realignment on the advising model.
- If you have any comments or suggestions on either position please get in touch with Grady.

3) Enrollment snapshot as of December 5th: CoSEA up 0.8% versus TAMUC up 3.64% (Grady)

- University is not leading in enrollment growth.
 - Looked over schedule and we have the following -113 formal sections still have not "made".
 - Overall observation → Too many sections being offered (particularly for a non-base).
- If you give the students too many options then no one's class makes.
- This goes back to the 2 year schedule of thinking very carefully about classes you can fill up and get the students graduated.

4) Request for two reference documents: (Grady)

1) Two-year course rotation f (base year formula)

- Needs to receive each department's two-year rotation so they can be posted.
- Wants to start giving students their four-year schedule when they begin college.

2) Historical degree production for last 8-10 years

- Needs the historical degree production turned in to the dean's office.
- Trying to get the data base together.

- 5) Update on degree program listing status (clarity and consistency), (Jerry):
<http://web.tamu-commerce.edu/academics/azPrograms.aspx>
- This link will show all of the programs at our university.
 - Need to go through identify your programs and note any that need to be deleted.
 - Click on link and it will take you to the departmental website that shows the degree requirements so students can get information about degrees.
 - Please make sure that the degrees listed are actually offered.
- 6) Adjunct pay rate. Is there a standard “per workload hour rate”? If not, should there be? (Grady)
- Do we have a standard pay rate for adjuncts? (BESC \$3,333, CHEM \$4,000, ET \$3,500, PHY \$4,000, MATH \$2,000 (undergraduate) \$2,500 (graduate), AG \$3,000 to \$4,000).
 - Department heads agreed that there is no set rate of pay for adjuncts.
- 7) Need one faculty marshall for the 8:30 am event (report at 7:30 am) and one faculty marshall for the Grad School 3:00 pm event (report at 2:00 pm). (Grady)
- Need a faculty marshall for the college commencement at 8:30 am and a nomination for the Grad School event at 3:00 pm.
 - Need nominations by the end of the week.
- 8) Plagiarizing professors and take home exams. (Grady)
- There are three separate incidents of faculty using published questions and giving them to students on take home exams and then getting indignant that students plagiarize the answer.
 - They lecture students about plagiarizing and then nuke the students for doing what they just did.
 - That is absolutely inexcusable.
- 9) Sharing on-line GIS class with TAMU-CC (Chip).
- The online GIS classes have always been a bottle neck course.
 - In the past, this has been on a two year rotation and taught every other year.
 - Gary Jeffress from Texas A&M University-Corpus Christi has a GIS course that he is offering online.
 - Julie McElhany set up an agreement where all of the A&M Universities students can enroll in any of the online courses and get credit at their university.
 - Now students have access to enroll in the Corpus Christi course and receive credit at our university.

(Brent Donham)

- Can students register through our system?
- Will the course show up on our schedule?

(Haydn Fox)

- This is something that needs to be checked out.
- At the moment Molly Baur (Registrar) is registering students.
- There is a link to get into the list.

(Grady)

- This is an A&M System thing.
- Any student at any A&M campus can take a course on this portal and they get local credit.

- It would be wonderful if two year schedules could be coordinated with the other A&M Institutions especially for those precise situations where someone got out of sequence and had to have the course right now.
- This could be really convenient for the students.

10) You should be meeting with faculty members on their Faculty Annual Reports (FARs) now. Conferences must be complete by 1/23 and reports to dean's office by 1/30. For chairs: In addition to doing a normal faculty evaluation, I will also use the "Department Head Supplemental" found at: <http://web.tamu-commerce.edu/aboutUs/administrativeOffices/academicAffairs/resources.aspx>. HINT: I will be looking at all of the *Leadership* meeting agendas to see who followed through on my data/action item requests. (Grady)

- Department Chairs should complete faculty evaluations between now and the third week of January.
- Need to meet with each faculty member and fill out the evaluation form.
- Need to fill out one on yourself and the department head supplement form.
- The dean's office will set up a meeting with each department chair in January to get all of the forms submitted.
- Ask each faculty member to fill out the form and submit with their information.
- This will be the first draft and then the department chair will write the file to be submitted.
- The first meeting of the Budget Development and Advisory Committee was held and the President wants a 2% merit pool next year.

11) Debriefing on Rusty Waller's interim IE report (Sam's report on next page). There is no "nice" way to say this. We have got to get the faculty taking this seriously in an integrated, vertically-aligned plan. (Grady)

- Rusty Waller met with our faculty regarding the IE report.
- Sam Saffer turned in a report on the CoSEA IE committee. (see attached)
- Some department chairs are getting lots of help from their faculty and some are not.
- The thing about assessment from a SAC'S standpoint is the culture (broad base participation) of assessment.
- They are looking for the participation instead of following certain scripts.

12) January Calendar: 1/10 Assessment Training, 11AM – 2 PM, Location TBA

- For department chairs and any faculty that are interested want to attend.
- Rusty Waller will start the training by explaining what is going on with SACs and assessment.
- Just had the annual meeting Monday and Tuesday of this week.
- Edward Romero will then conduct the Strength's Quest training.
- This is an outstanding professional development tool.
- Then we will talk about WEAVE online.
- WEAVE is a tool, but it should not determine the structure of the house we are trying to build. I think this is what's happening (this is basically what Rusty reported).
- People are becoming so fixated on WEAVE that their assessment is suffering.

1/11 Leadership meeting (only one this month), 3 PM, SCI 103

1/12 CoSEA faculty/staff meeting, 3 PM in SCI 127
1/23 Faculty Evaluation Conferences completed
1/30 FARs due to dean's office

Other Business: Digital Measures

- Brent Donham had questions regarding Digital Measures.
- Grady stated that Sandy Weeks explained Digital Measures as a place for faculty to post syllabus and vita.
- There was a discussion regarding what information should be posted in Digital Measures.
- Grady suggested to have faculty create a NSF (two page vita) to be submitted to Digital Measures.
- Will clarify Digital Measures at the January 10th Assessment Training.
- Will go over the clarification at the January 12th Faculty/Staff meeting.

Positions Posted: (Grady)

- There are three (12 month) department head positions posted.
- Provost wants to start with these 12 month positions.
- Provost is also looking to hire faculty that can be brought in fully tenured bringing in grant money.

Grady thanked Jerry Parish and all of the chairs for all of their help and hard work.