Minutes: CoSEA Leadership Meeting
Wednesday, February 6, 2013

Present: Fox, Heitholt, Suh, Donham, Wood, Blount, Wang, Jang, Montgomery
Guests: Gary Peer, Dan Edelman, Wayne Davenport, Marila Palmer, Allan Headley, Larry Lemanski, Nikolay Sirakov

1) SACS Update (Edelman, Palmer, Peer): Dr. Peer introduced Dr. Marila Palmer, the new Associate Provost for Institutional Effectiveness and Planning. Dr. Peer provided a SACS update and spoke about the importance of ensuring that all necessary documentation is in place in the Provost's office to back up faculty teaching qualifications. (SACS Core Requirement 3.7.1, Faculty Credentials)

2) Research infrastructure and instrumentation support (Lemanski): Discussion about the need to support the university's research infrastructure/instrumentation and funding possibilities for a technician to maintain instrumentation in the Science building, e.g., instructional enhancement, grants. Grady will investigate using IE funds to support this strategic requirement for student learning.

3) Departmental T&P Guidelines (Sirakov): Dr. Nikolay Sirakov is currently working on the Tenure and Promotion guidelines for the college and will be meeting with the T&P committee members to discuss departmental criteria. He needs all of the individual departments to provide his college committee with copies of their T&P guidelines. These need to be forwarded to Nikolay now.

4) Bullet Lists:
- 12th Day Class Rolls due today at 5 PM.
- SACS vitae turned in to April, now.
- Dr. Z from UNC-Chapel Hill here on 2/26 & 2/27 to help set up the Faculty Excellence Center.
- April 26 UG research Day at Capitol. 1 student from TAMUC to represent us.
- CB has tabled extending the low-producing numbers.
- Xitracs has been purchased. Digital Measures is dead.
- Wayne Davenport:
  Priority Planning Worksheet, departments need to be specific when submitting.
  Monthly gift/donation report being sent to department/feedback requested on usefulness
  Dr. David Crenshaw Memorial Scholarship fund status
  Alumni Ambassadors Forum, 2/28/13
  Distinguished Alumni, May, 2013
  Chair meeting/March 6, 2013 with university's student callers/alumni

5) May Mini, etc. opening. Comments on small sections. Dr. Blount encouraged the Chairs to be more proactive in estimating small class enrollments prior to the Fall semester. We need to have small sections identified in the 2 year class rotation at least a week before classes begin.

6) *TUES*, Transforming Undergraduate Education in Science, Technology, Engineering and Mathematics conference (Jan 25-27) highlights and discussion (Jang): http://ccliconference.org/

7) Status and adoption of e-textbooks. Chairs to email links for e-textbooks being used in departments which will be posted on the web site.

8) New protocol requiring letterheads on all official communications to the Provost office, basically communications that might be part of a public info search.

9) Time & Effort reporting has arrived. Changes coming for *Supplemental Pay* guidelines. Mandatory attendance at 2/21 or 2/22 training for all PIs, Co-Is, Post-Docs, budget people, department heads, etc. Look for notice from Dr. Horne. **Prepare your faculty for the possibility that supplemental pay for grant-funded projects may no longer be allowed**.

10) Update on searches:

> BES Chair (Fox)
> BIOL TT (Hanna replacement) (Heitholt)
> IE II (Elam replacement) (Donham)
> Math TT (Dr. Wang)
> Math Instructors (2) (Dr. Wang)

11) Follow-up comments on data-driven annual evaluations:
Student evaluations are one (or all) of the data available. If a faculty member ONLY has student evaluations then those will be the entire data source for evaluating teaching effectiveness. But there are many other options of data they can (and should) include:
> +Student Learning Outcomes
> +Contribution to programmatic goals
> +In-class visits and peer assessment
> +Teaching awards and external recognition
> +Check the written commentaries carefully. Negative $\neq$ Bad