

CoSEA Executive Council  
Wednesday, Sept 17, 2013  
1:00 pm

Attending: Brent Donham, Larry Lemanski, Jim Heitholt, Allan Headley, Haydn Fox, Sang Suh, Tingxiu Wang, Kent Montgomery, Matt Wood, Grady Price Blount

- 0) Respecting police lines. Crossing them can lead to arrest for criminal trespass. Feedback on yesterday's incident.
1. Reminder: 12<sup>th</sup> class-day rosters were due last Thursday, 5:00 pm — As of Monday, there were still several a few not completed by physics and agriculture
2. Up-coming visit by ABET (Brent) November 10-12
3. Several Fall 2013 courses still have "staff" listed. (Question: If our GA's need 18 grad hours to be instructor of record, this may confuse our workload issue, making it hard to calculate. In question, whether or not staff teaching remedial or zero credit hour classes must have the 18 hours required.
4. Two Year rotations (mostly) posted:  
<http://web.tamuc.edu/academics/colleges/scienceEngineeringAgriculture/advising/courseRotations.aspx>
5. Faculty Workload spreadsheets
6. Need a list of attendees for Royal Roar, Now!
7. Remove *neat sayings* from e-mail signatures
8. Winter mini & Spring schedules due to
  - a. **Dean's** office: **Sept 17** 2 copies, sort by (a) faculty workload (b) numerical order
  - b. **From Dean to Provost** office **Sept 24** sorted by faculty workload  
(Provost must now approve all off-campus courses scheduled, secretaries should already have the campus codes available)  
From Dean to Registrar's office sorted by course
  - c. **Ready for input** by secretaries on Tuesday, **October 8.**
  - d. On-line proofing and final changes Oct 9--15
  - e. Schedules go on-line Oct 16
  - f. Registration starts Oct 28
- 9) Note: Quick Links have been added on right side of Faculty Resource page.
- 10) Discussion of splitting off labs from some core science classes. New core goes into effect Fall 2014. Texas Common Course Numbering scheme. Note curriculum revision deadline of October 5<sup>th</sup>. State-mandated science requirements has been dropped to 6 hours, local option remains at 8.

- 11) Response to enrollment declines and planning for Spring 2014. Watch your IDC accounts carefully. Unused funds may be directed into graduate student assistantships.
- 12) Reminder that everyone should be “closing the loop” on the AY12-13 SLOs right now. Identify specific weaknesses and create action plan to resolve them.
- 13) Brent moved to change the meeting times for this AY to 3:30 PM. Motion passed unanimously.