

CoSEA Leadership Meeting
January 11, 2012

Attendance: Haydn Fox, Brent Donham, Charles Dorsett, Brent Donham, Jim Heitholt, Michael Hanna, Varadraj Gurupur, Kent Montgomery

- 1) Alumni Ambassador nominations due by Friday (see January 3 email from Grady).
 - 2) Faculty Evaluation discussion. Ratios, goal-setting, progress towards P&T, post-tenure review candidates. (Grady)
 - Strongly suggest to start a mission of program goals when completing faculty evaluations.
 - Decide what the faculty member's contribution to your program.
 - The whole point is to let people focus on what they are good at.
 - Annual evaluations and annual plans are not associated with the progress toward tenure and promotion.
 - 3) Fiscal updates: Another 1.5% "give-back" mandated. Per this morning's email forward, get your proposal to me ASAP. Be prepared for a zero-based budget event later this spring. (Grady)
 - President is asking for a 1.5% "give back".
 - Send email or memo with your 1.5% "give back" proposal to the dean's office.(Haydn Fox)
 - Explained the Biology department 1.5% "give back" proposal spreadsheet.(Grady)
 - Be prepared for a zero-based budget (write your budget from scratch).
 - Budget will have to be turned in to the Board of Regents in May.
 - Heads up - be prepared to write a zero-based budget.
 - It doesn't mean abandoning your budget, but to justify it.
 - 4) GAs (of all flavors) should be working 20 hours/week. Generally 6-8 clock hours in lab if teaching or listed as a line item in an extramural research budget. If neither of these apply, be prepared to write up a justification on each (e.g. recruiting, retention, lab staffing etc.). (Grady)
 - Any GA's in your department can not work more than 20 hours a week.
 - 5) Form your search committees: Currently 247 applicants for 13 positions.
 At least one "outside the department" member on each.
 I will want to see all application packets before site visits.
 Get phone interviews started ASAP.
- (Grady)
- Go ahead and get your search committees elected.
 - Provost states that you must have at least one committee member outside of the department (preferably outside the college).
 - Want to look at all the application packets before the site visits.
 - Get phone interviews started ASAP.
 - Department heads can't be on committee (can set in meetings as a non-participant).
 - Want to have applicants on campus by end of February.

- 6) ST210 and other student computer labs. What is the role and use of spaces like this? How much money should we spend on maintaining and/or staffing same? (Grady)
- Do students still use computer labs?
 - The department chairs confirmed that students do use the computer labs.
- 7) Enrollment snapshot as of today: CoSEA sch up 2.71% versus TAMU-C sch up 4.8%
- 99 formal sections still have not “made” (down from 113 not “made” in mid-December).
 - Undergraduate sch up 6%. Graduate sch down 14%.
 - Not a bad thing in a non-base semester, but..... (Grady)
 - The sections that have not made – you can cancel, level or collapse sections.
 - Start looking at sections now, but you can’t do anything until next Tuesday.
- 8) Radar Screen Reminders:
- 1) Two-year course rotation $f(\text{base year formula})$
 - Have received two.
 - Please turn in ASAP.
 - 2) Historical degree production for last 8-10 years
 - 3) Rusty Waller suggests AY11-12 WEAVE closed out by end of May.
(CoSEA IE says Chemistry & Physics particularly at risk)
- 9) SpringCalendar: 1/12 CoSEA faculty/staff meeting, 3 PM in SCI 127.
- 1/18 Deadline for vitae updates in Digital Measures.
 - 1/23 Faculty Evaluation Conferences completed.
 - 1/27 Reallocation requests due.
 - 1/30 FARs due to dean’s office.
2nd year probationary reports due.
Post-tenure reviews due.
 - 2/1 Begin meeting in dean’s conference room (AGIT building)*.
 - 2/8 Teaching w/ Tech Conference in College Station.
1st year probationary votes due.
 - 2/13 4th & 5th year probationary votes due.
 - 3/12 Spring Break begins.
 - 4/4 3rd year reports due from faculty to department chairs.
 - 5/12 Spring Commencement

* Spring Leadership Meetings on 1st & 3rd Wednesdays at 3 PM: 2/1, 2/15, 3/7, 3/21, 4/4, 4/18, 5/2