

CoSEA Leadership Meeting
February 01, 2012

(Grady)

1) Grad School Recruit meeting this Friday at 11 AM in dean's conference room:

- Please plan on attending if you have a Grad Program.

Obvious options:

1. First course free (must be approved STEM course) for new admitted STEM grad student (Summer, 2012)
2. Take three approved STEM courses; third approved STEM course free (Summer, 2012).

The above options would provide opportunities for new STEM students (who would be actually be able to take three STEM courses and get two of the STEM courses free) and for current students (take three STEM courses, get third STEM course free).

We discussed that there seem to be two audiences for these options. Each audience has specific needs. The audiences and needs are:

- Students pursuing traditional master's in the STEM areas (courses would need to be available for students to have the ability to take three courses in the summer)
- Teachers desiring to obtain a master's and 18 hours in a STEM content area in order to be eligible to teach dual credit courses (During the last count period several of the STEM (e.g., chemistry, physics, and biology) areas designed or designated a series of courses specifically for teachers. Faculty recruited students from area high schools and the courses ran throughout the count period and provided enrollment—and funding growth. Designed or designated STEM courses would need to be available in order for teachers to take three during the summer.)

(Grady)

2) Search updates (all). See <http://web.tamu-commerce.edu/facultyStaffServices/humanResources/employment/HiringProcedures/default.aspx>

- Will save your committees a lot of time if you go to this website, download the matrix, and fill in the applicant names.
- This is a requirement.
- Would like to have site visits in the next couple of weeks.

3) SACS faculty credentialing memo. (Grady)

- A faculty member must have a master's degree or 15 graduate hours to teach an undergraduate class.
- A faculty member must have a Ph.D. to teach a graduate class.
- This is for credit generated sections.

4) Draft 1.5% reduction calls for \$477K from Academic Affairs.

5) Curriculum Changes anyone? See Sandy Weeks' 1/23 email. Call for scheduling (see Lisa Robinson 1/30 email). STANDARD TIME SCHEDULING please. (Grady)

- Need to work on Summer schedules.
- Coordinate with other departments if you have odd schedule times.

(Grady)

- 6) Radar Screen Reminders:
- 1) Two-year course rotation $f(\text{base year formula})$
 - Only missing one.
 - 2) Historical degree production for last 8-10 years
 - Have received some of historic degree production.
 - 3) Rusty Waller suggests AY11-12 WEAVE closed out by end of May.
(CoSEA IE says Chemistry & Physics particularly at risk)
 - Still need to collect data for SLO's.

Spring Calendar:	1/23	Faculty Evaluation Conferences completed.
	1/27	Reallocation requests due.
	1/30	FARs due to dean's office. 2 nd year probationary reports due. Post-tenure reviews due.
	2/1	Begin meeting in dean's conference room (AGET building)*.
	2/8	Teaching w/ Tech Conference in College Station. 1 st year probationary votes due.
	2/9	Major's Fair in Alumni Center
	2/13	4 th & 5 th year probationary votes due.
	3/12	Spring Break begins.
	3/22	Graduate Expo @ Mesquite Metroplex Center.
	4/4	3 rd 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

Draft Budget Calculation :

1.50% Calculation

	FY12 Budget- less Scholarships, Utilities	HEF	Self-Supporting Fee, Special Item, SVC. Other Accts	Adjusted FY10 Budget	1.5% Calculation of Budget	Revised 1.5%	Actual Calculation of allowable accts
AA Exec Level:							
AA	6,542,224	1,710,000	1,077,500	3,754,724	56,321	56,321	56,320
IR	139,471			139,471	2,092	2,092	2,092
CHSSA	6,326,916		65,000	6,261,916	93,929	93,929	93,930
CSEA	5,661,879		443,561	5,218,318	78,275	78,275	78,272
CBT	5,972,013		1,060,778	4,911,235	73,669	73,669	73,670
COEHS	9,302,560		168,690	9,133,870	137,008	137,008	137,007
GS	1,280,159		316,462	963,697	14,455	14,455	14,455
LIB	2,699,457		1,229,000	1,470,457	22,057	22,057	22,057
Total	37,924,679	1,710,000	4,360,991	31,853,688	477,806	0 477,806	477,803

- CoSEA has to give back \$78,272.
- It would mean a lot if we can look at the \$78, 272 and have an honest discussion two weeks from now on what you can contribute to giving back.
- Need to do this as a group in a way that doesn't hurt the college.
- This is the perfect time to get rid of something that you don't use.
- Provost has not made a decision if he is going to cut the budget across the board (this is just a draft)..
- This calculation was discussed at the Dean's Retreat.
- Ben Jang volunteered to contact Alicia Currin to get figures on the 1.5% cutback over the last several years to see how money was spent.

Other Business:

1) Scheduling (Grady)

- Plan on having all schedules ready by the next meeting (two weeks from today).
- At least have drafts ready.
- Want to be able to share them among the group.

2) Missing Student Evaluations (Brent Donham and Jim Heitholt)

- Concerns over missing student evaluation for faculty members.

(Grady)

- Will send email to Roseann Hogan regarding this issue.

Department Chairs

- Discussed some of the other issues they have experienced with the student evaluations.

(Grady)

- Asked Kent Montgomery to write a memo to Roseann Hogan listing the issues of the college.

3) Mission Statement (Grady)

- Looks like the new mission for the university will be “Transforming Lives”.
- Looking at “Transformers” as our college mission statement.
- Circulate this idea with your faculty.
- Try to get some feedback.

Dean’s Retreat (Action Items) 02/01/12

- 1) Roseann (Institutional Research) needs emphasis from chairs on importance of Program Review process. (Grady)
 - Gave a nice presentation on all of the data she’s working on.
 - Putting together an online program review process.
 - Emphasized the importance of participating in this program.
 - Roseann is taking over WEAVE.
 - Probably have meetings with department chairs twice a year.
 - Department chairs will supply the data and Roseann’s department will enter the data and generate the report back to you.
- 2) Feedback on Program Review document (Blue Book) by next Friday (2/10/12). To Roseann (Grady)
 - Roseann will send a copy of the program review document.
 - Please look over the document and return to her by Friday (2/10/12).
 - Roseann has a proposal for what will be involved.
 - Dean’s office will send the proposal to department chairs.
- 3) Degree inventory feedback by 2/17/12 to Sandy Weeks. (Grady)
 - Need to work on cleaning up the degree inventory.
- 4) SLO’s for each degree program to Roseann. (Grady)
 - SLO’s will go into the system.
- 5) Curriculum change process? Do we have a college curriculum executive committee? Dean will act on these. (Grady)
 - Do we have a college curriculum executive committee?

(Jim Heitholt)

- There were certain levels of individuals that were assigned.
- The dean was one level, along with, the associate dean.
- Need to restructure the new college.

(Grady)

- The restructure is on my “to do” list (to reconstitute that committee).
- Has to be done by March 6th.

- 6) May be extra sections for failing Korean students. (Grady)
 - Data on Korean students shows that a lot of them are going to fail.
 - The numbers showed that 2/3 (which is a 100 students) do not have the English language they were supposed to have when they arrived on campus.
 - As a result, about 2/3's of the 2/3's are not going to class.
 - We may have a lot of Korean students who have their first semester shock and fail courses so they will be looking for a summer course to take to catch up.
 - Be aware of this issue as you are building your schedules.

- 7) Average number = 83 students per FTE faculty member (Grady)
 - 95 CoSEA
 - 70 Humanities
 - 70 COEHS
 - 120 Business

- 8) Planetarium move has been approved by the President (Grady)
 - Planetarium will be joining CoSEA.

- 9) Correction on the total reallocation pool that will be divided up is \$742,000.
 - This is the 1 ½ % of everybody's budget.

- 10) Check with Lavelle Hendricks on status of faculty workload policy. Hal Langford and Brent Mangus will work on "summer business model" for entire academic year. (Grady)
 - Will meet with Lavelle regarding the faculty workload policy.
 - The workload is front and center right now.
 - The 12 base workload has been removed from the System Policy and Coordinating Board.
 - Our policy still lists the 12 base workload rule.

- 11) How do we advise right now? SGA complaints to be aired at 2/14/12 Academic Deans Council meeting. CBE has "Mentor Center". (Grady)
 - How do we advise right now?
 - Department chairs stated that the advising is mostly faculty and chairs.