CoSEA Leadership Meeting
Wednesday, August 21, 2013

Present: Grady Price Blount, Jim Heitholt, Jinoh Kim, Brent Donham, Ben Jang, Haydn Fox, Tingxiu Wang, Matt Wood

1. SACS final report going in soon. Site visit in March. Situational awareness and faculty participation still need work. Sam collecting IE Strategic Plan for each department.
    a. More than enough data by now to start closing the loop on your SLOs. Document that you are acting on your assessment data.

2. Communications Issues: Department faculty meetings become mandatory for 2013-2014; at least once monthly to keep faculty/staff current. Advise Kay of days and times. Keep minutes for posting on the Faculty Resource website. Tingxiu has a good template, will email to departments.

3. GA requests with specific <u>academic</u> <u>assignments</u> get first priority on funding.
    a. Fixed funding.
    b. No more personal assistants.
    c. GA Name in Banner gets credit. Be careful of double dipping, faculty name on schedule for lab but GA handling lab. (non-credit generating labs)
    d. Auditor's Note: Double dipping, potential for fraud, zero credit activities, freshman level
    e. Should be working 20 hours/week (10 contact hours in lab for GATs).

4. Draft workload spreadsheet (Chip). Sending out copy for departments to add who is teaching specific sections. (Brent, SACS standpoint) Proper procedures (FCI, transcripts) need to be followed before adding an instructor to schedule.

5. Class kill/collapse/combine deadline is this Friday, 8/23. To be done prior to the first class day.

6. New required class: IS 597 for all new adjuncts and GTAs (Chip). By manual enrollment through Greta Spradling. 10 units with 10 point questions at end of each unit

7. Adolfo likes our Strategic Plan as a model. We must extend to 5 years with financials. Review of each goal thus far.

8. Budget Officer (Lisa Owens) reporting line moved to Provost's office.

9. New faculty and staff names to recognize tomorrow?

10. PATH HR system workflow diagram distributed by Kay.

11. Comments on office space shortage and possibility for implementing shared office space (time spent on campus).