

**Minutes: CoSEA Leadership Meeting
October 17, 2012**

PRESENT: Blount, Donham, Fox, Heitholt, Jang, Montgomery, Suh, Wang, Wood

- 1) CoSEA Committees seated: T&P (Sirakov is chair)
Curriculum Committee (no chair yet)
PTR Ad-Hoc Committees named as follows:
Chourasia: Saffer, Wang, Rogers
Jang: Saffer, Wickersham, Headley
Li: Saffer, Wang, Headley
Suh: Saffer, Wickersham, Rogers
- 2) Update in EPA processing: Dept → to Dean → to Payroll.
But you will be responsible for *credentialing* and *ensuring GA eligibility!*
Are you clear on when and how 18-hour rule applies?
Are you clear on Graduate Faculty status?
- 3) Pending droplets in the waterfall: Program SLOs submitted to IE/Roseann?
Credentialing forms to Roseann? Have transcripts!
Rockwall Center use?
Nepotism paperwork submitted?
T&P Deadlines for Probationary Reviews
Master Space Planning questionnaire before Friday meeting
- 4) New Core Curriculum. Ricky Dobbs chairing. Must be submitted to THECB by next October for Fall 2014 implementation.
- 5) Update on HEF requests we will submit: \$784,337 Total CoSEA requests
\$124,000 Startups promised \$180,500 CPUs
\$ 52,000 Renovations \$ 31,000 Furniture
\$375,000 Equipment \$ 20,000 Other
- 6) Communications: If you have a telephone, you must be reachable. Several recent examples of faculty and staff with their voice mail turned off. Here are options:
 - a) Turn on your voice mail and check it regularly.
 - b) If you don't use voice mail, turn it on in announce mode and make a recording explaining how to get in touch with you.
 - c) Disconnect your telephone number.
- 7) What can we learn about ourselves from the Strengths Finder exercise?
 - We are very good at Executing.
 - We are very good at Strategic Thinking.
 - We are good listeners (Relators).
 - We are pretty shallow in Influencing
 - We need to work on Command, Communication, Maximizer, etc.
 - We also need to work on our Relationship Building skills (e.g. Adaptability, Developer, Harmony, Includer, etc.)

- Strategically we are pretty good at getting things done internally.
- We need to reach out more (both internally and externally).