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


5) Update on HEF requests we will submit: $784,337 Total CoSEA requests  
   $124,000 Startups promised  
   $ 52,000 Renovations  
   $375,000 Equipment  
   $180,500 CPUs  
   $31,000 Furniture  
   $ 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).