

(10/19/11)

**CoSEA Leadership Meeting
October 19, 2011**

Mission: Texas A&M University-Commerce provides a personal educational experience for a diverse community of life-long learners. Our purpose is to discover and disseminate knowledge for leadership and service in an interconnected and dynamic world. Our challenge is to nurture partnerships for the intellectual, cultural, social, and economic vitality of Texas and beyond.

The mission of the Office of the Provost and Vice President for Academic Affairs is to provide Texas A&M University-Commerce leadership and guidance to the academic colleges and divisions in the areas of research, instruction, scholarly activity, and globalization.

CoSEA DRAFT: *Excellence in Education, Strength in Research, Boundless Opportunities*

- 1) Note adoption of Provost mission statement (above) for vertical alignment. (Grady)
 - Focus on the mission statement.
 - Need to receive more suggestions.
- 2) Kudos on Texas Section-APS; ABET site visit. (Grady)
 - Texas Section-APS and ABET both went great.
- 3) *Mane Event* debriefing. How did it go with new format? (Grady)
 - The department chairs discussed the turn out for the Mane Event.
 - Some department chairs stated it worked well for their department, but others didn't agree.(Ben Jang)
 - How do we know if the Mane Event is effective?
 - There isn't a way to track to see how many attend our university.(Grady)
 - How do we find out how many of the people that attend the Mane Event come to our university?(Brent Donham)
 - Engineering and Technology follow up by sending out postcards.(Grady)
 - Asked Brent Donham to write a paragraph of the structure of how it works, the break points and what happens. He will send the paragraph to the college listserv.(Brent Donham)
 - One Stop Shop keeps a list of who registered online for the Mane Event.
 - They could easily track how many attend our university.(Grady)
 - See if we can turn it into something useful.
 - Look at what you are doing and see if it is making a difference.
 - If we aren't generating STEM majors from the Mane Events then maybe it isn't working for our college.
- 4) Follow-up on *Weave* entries and CoSEA IE report: (Grady)
 - We are in pretty good shape.
 - There was a lot of variance in the data.

- a. Go back and check your 2010-2011 entries for:
 - Goals tied to Objectives (what will be measured)
 - SLO's without goals or related measures (how measured)
 - Action Plans (response to measures)
 - There were a few examples of goals, but didn't say how it would be measured.
 - There were a few that said this is how it will be measured, but didn't report on the results.
 - There were quite a few that had the goal, had the measurement, but didn't close the loop with what we will do about it.
 - Please go back and look at those.
- b. Then check that your 2011-2012 goals have objectives and SLO's. (Grady)
 - Saw a lot of goals about what we will do to the students.
 - The interest is in what the students have learned.

5) Mathematica license discussion (Charles Dorsett)

- Past years the Mathematica license has been utilized.
- It is a technical and very strong language, a number cruncher and wonderful tool.
- The unlimited license cost \$3000 a year.

(Grady)

- Would be a wonderful student learning outcome.
- Teach students how to use Mathematica because it is an unbelievably powerful tool.
- When students get in workplace and can run this software, they will be the one to get hired.

6) Latest draft of IDC revisions:	University General Revenue	15%
	Provost	15%
	Graduate Studies and Research	25%
	Principal Investigator(s)	15%
	Principal Investigator(s) department	15%
	Principal Investigator(s) college	15%

(Grady)

- Allan Headley is proposing the above IDC revision.
- The bottom three listed belong to CoSEA.
- Want to emphasize:
 - This is no longer the College of Arts and Sciences.
 - The IDC we bring in stays in CoSEA.
 - The dean's office needs funds to help out departments.
 - It will benefit everyone.
 - Would be nice to have a united approach to this.

7) Director: Center for Undergraduate Research & Creative Activities. Currently supported with 1 course release/semester or roughly \$20K annually.

- a. Nuke it?
- b. If not, advertise as a part-time position (any likely adjuncts out there?)
- c. If not, suggestions on faculty member?

(Grady)

- Does anyone have an adjunct that would be “a good fit” for this position?
- Dean’s office will email the chairs the job description.

8) Sandy Weeks request to deans: “prepare a summary of the (workload release) requests that includes the adjunct resources needed as a result of the reassignment and submit it with the individual requests. I also ask that you verify that each individual has a load in terms of assigned classes.” (Grady)

Example:

Faculty Teaching Reassignment

Adjunct

Faculty Name

Adjunct that is teaching the course

- Lisa Gideon will circulate the Spring release.
- Column “Replacing Who” added to Spring release.
- Show the releases and the adjuncts that are directly tied to the releases.
- Has to be turned in by next Friday.

9) Provost: Approval of preliminary (9/30) adjunct budget. Consider those sections “opened”.
(Grady)

- 9/30 adjunct budget has been approved
- Went back and asked for additional adjunct money.
- Waiting on approval for additional adjunct money.

Wants new fulltime chairs for BES, Math, Physics (Grady)

- Provost wants fulltime chairs hired for BES, Math, and Physics.
- Provost approved new faculty lines (one each) for BES, Math, Physics, CSCI, and Chemistry.
- Five new faculty lines approved (on top of what has already been approved).

Wants to withhold final approval of new faculty positions for new chairs input, but...
(Grady)

- New chairs will have an input on who is hired.
- Need to go ahead and advertise the positions.
- Asking to go ahead and start the advertising process on the new positions.

10) Draft of new department head job description (following pages) (Grady)

- Went over the new department head job description.
- The language was retained for a nine or twelve month (depending on the individual’s situation).
- Provost wants a chair available twelve months out of the year.
- University is looking at faculty workload.
- Faculty workload decisions are highly contingent upon faculty evaluation procedures.
- Faculty evaluation procedures are dependent upon the responsibilities of the department chair.
- Dean is pushing to go to an outcomes based measurement system.
- Ties straight back into the faculty workload.
- Bottom line: department heads need the ability to assign teaching and scholarly activities according to the specialties and talents of the faculty members.
- The attached job description is laying out how we want the faculty to be able to operate.

TEXAS A&M UNIVERSITY-COMMERCE

Position Title: Academic Department Head

Department:

Reports to: Dean, College of _____

FLSA Status: Exempt

Existing policy is 01.03.99.R0.04

PURPOSE of POSITION:

Serves as the liaison between the college dean and the students, staff and faculty of the academic department. Provides leadership, management, support and oversight for the academic department.

ESSENTIAL FUNCTIONS:

ADMINISTRATIVE

- **Leadership:** Serve as the chief advocate for advancing the mission and goals of the department and ensuring that student learning outcomes (SLO'S) are vertically aligned within the mission of the college and the institution. Program assessment and documentation of departmental performance are critical requirements. Lead by example with best practices for recruitment and retention of students, faculty success, alumni relations, securing and managing extramural funding and other scholarly and creative activity.
- **Faculty Professional Development:** Promote and mentor the professional development of faculty within the academic department. This includes encouraging and supporting attendance at professional conferences, grant writing, academic and research publications, professional consulting, mentoring and community engagement. The department head plays a critical role in mentoring their faculty to success in achieving tenure and advancing through ranks. The same level of commitment should be shown toward maintaining the professional development and ongoing success of seasoned faculty.
- **Annual evaluations of faculty and staff:** With direct individual input, develop annual *performance plans* outlining what each faculty or staff member will accomplish in the coming year. That plan will serve as the baseline for annual merit evaluations which are conducted by the department head. The department head will combine the results of these individual plans to produce an annual performance plan for their academic unit.
- **Budget and Scheduling Management:** The department head has ultimate responsibility for ensuring that departmental course offerings optimize resources and are offered in a timely manner with adequate student input to ensure the smooth flow of student progress towards graduation. The department head exercises fiduciary responsibility all departmental operating, special, and endowment accounts as well as fixed and

consumable assets assigned to their programs. Four year course schedules will be updated annually.

Department heads will monitor their dedicated scholarships closely and ensure that awards are made in a timely fashion.

- **Curriculum Development & Revisions:** A continuous departmental plan for curriculum development, review and revision will be maintained utilizing course student assessments, input from faculty, program graduates and external stakeholders/employers. In particular, results from these assessments will be used to identify and respond to areas of weakness and seek out new areas of strength.
- **Student Advising and Mentoring:** In conjunction with program faculty and departmental staff, the department head will oversee an effective and continuous student academic advising program for each academic program of study in the department, monitor graduation rates, and ensure compliance with any relevant Texas Higher Education Coordinating Board requirements; particularly, where appropriate, state-mandated core curriculum learning goals. For departments including graduate programs, the department head will serve as a primary mentor for new graduate students and ensure that any graduate assistants employed by the department, including those supported by extramural funds, receive appropriate training and mentoring to enable them to perform their job assignments professionally.
- **Additional Responsibilities:** The academic department head will keep faculty informed of institutional issues in a timely and transparent fashion, manage departmental student issues, the graduation process, employment of adjunct faculty and GA's, departmental and program marketing including the departmental website, student internships, alumni records, ordering of equipment and/or supplies, facility renovations, and the completion of various required reports. With assistance of other professional staff, the department head will serve as the primary contact for maintaining contact with program alumni; particularly with regard to using student success information to support assessment requirements.

TERMS AND CONDITIONS

- The academic department head will normally receive a 50% load reduction. Reduced teaching loads may be granted for excessive required administrative responsibilities, funded research activities, grant writing/management, and the size or complexity of the department.
- Appointments are normally made nine or twelve month terms but intermediate appointments are possible depending on time commitments of the department chair to other duties.
- Department heads are expected to expand their own professional development as managers, administrators, and mentors; particularly in the basic skills of assessment, evaluation, and personnel management. They are particularly encouraged to mentor their faculty peers by developing and maintaining an active succession plan and ensuring that administrative skills become pervasive components of their departmental culture. When unable to perform their duties they will assist in identifying and training a faculty peer to assume the duties of department head on an ad interim or other temporary basis.
- The department head should always be prepared to be the first point of contact for questions about college, institutional and system policy. As such, they should maintain an active familiarity with policies and procedures related to students, faculty, staff, and operations. In particular, the department head must scrupulously observe policy-driven calendar deadlines affecting the success of their faculty peers, and their program as a whole.

Other Business:

Status of Planetarium – (Kent Montgomery)

- Provost is thinking of moving the Planetarium under the dean's office.

Chair of Recruiting – (Grady)

- Edward Romero (EEO) will be the repository of all the recruiting money.

New Positions – (Grady)

- Discussed different types of ads to be placed for the new positions.
- Need to do what is necessary to get good faculty.