

**Minutes: CoSEA Leadership Meeting
December 5, 2012**

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

GUESTS: Betty Block, Jeremy Anderson and Rebecca Hanstad

- 1) Betty Block, Jeremy Anderson and Rebecca Hanstad coaching and comments on Undergraduate Program Reviews due January 6th.
 - <https://apps.tamuc.edu/iep/viewer/MainWeb.html>
 - Graduate Program Reviews as per published schedule.
 - i. Out-of-state reviewer for graduate CHEM: Michael Castellani, Marshall U.
 - ii. Out-of-state reviewer for graduate BIOL: Heitholt working on this
 - Chip's Program Review Guidelines and Sample Document.
 - **Grady reminded all to align Program Reviews with CoSEA Strategic Plan**
- 2) Discussion of new THECB-mandated Core Curriculum. Strategic plan for supporting graduate students on agenda for ADC next week.
- 3) Adjunct funds transferred. Please begin to process EPAs for Spring 2013 now.
- 4) Preliminary HEF allocation of \$111,000: AG, \$25K; BES, \$8K; CHEM, \$20K; CSCI, \$20K; ENGR, \$15K; MATH, \$20K; PHAS, \$3K
- 5) Need CoSEA designee to serve on advisory committee for the Faculty Center for Excellence.
Matt will check to see if Carlos will agree to serve as college representative.
- 6) Department offices must be open: Vacation days if needed or wanted; Departmental AA present at a minimum; Forward phones to CoSEA offices as last resort.