

Coordinators Meeting

10/19/18

HMS North Room 115

9-10 am

1. Shopping (Kroger, Walmart, Brookshires)
2. Please share following with your team:
  - a. 24 hour response to students and other professionals at SFA
  - b. Poor evaluations equate to merit loss and summer school loss
  - c. Should receive an EPAF for any \$\$\$ funds. Realize there are 20 faculty in the school.
  - d. Travels will show electronically
  - e. May do own reimbursements if you wish faster response
  - f. Professional Meetings missed = sick leave or other professional obligation
  - g. Travels must be 3 weeks in advance (split between 2 office staff)
3. Adjuncts (poor evals.....do not rehire)
4. CBEN
5. Tarleton
6. TCCNS – MAKE SURE YOU ARE LOOKING AT COMMUNITY COLLEGES
7. TCCNS Grad Courses ??? Beginning of Spring. Currently we are working on standardization this semester. We can change titles, number and letters for expedited approval. These all have to be put into curriculum system
8. Curriculum today – all faculty who have been trained will be supervised by Lisa and Leisha to enter all curriculum.....and help will come from Registrar. Those who have not been trained should be working on TCCNS. Then all come back together and update each other.

*Tyler monthly*