PCOE College Council
31 August 2012, 10:30 – noon
—Summary—

Attendees: Carol Bradley, Vikki Boatman, Michelle Jones, Ginger Kelso, Glen McCuller, Todd Whitehead
Absent: Linda Black, Tracey Hasbun, Janet Tareilo

1. Welcome & introductions
Dr. Abbott greeted new members to the college council; members introduced themselves
Dr. Abbott provided an overview of the council and its membership

2. Setting the agenda for the 2012-2013 academic year
   -establishing subcommittees
     • Perkins PD Travel subcommittee: Janet Tareilo (Chair), Jay Thornton, Ginger Kelso, Carol Bradley, Tracey Hasbun
     • Undergraduate Research subcommittee: Michelle Jones, Vikki Boatman, Linda Black, Glen McCuller, Todd Whitehead
   -clarifying criteria related to publications
     Dr. Abbott shared a growing awareness of professional journals and other publication outlets that require fees for publication of manuscripts and of self-published books; the fees seem to be related to submission, page lengths, and/or acceptance/inclusion into a volume. In an attempt to provide guidance related to the publication of scholarship, the Council will review this phenomenon and will make recommendations for policy statements to be added to departmental/school promotion and tenure policies; we will seek examples of these policy statements from departments in other colleges
   -developing descriptions of PCOE committees for the PCOE website
     Dr. Abbott requested that council members develop brief descriptions for standing committees, including length of member terms and meeting frequency; the following members volunteered for specific committees:
     - Jay Thornton, Curriculum Committee
     - Linda Black, Diversity Committee
     - Michelle Jones, Graduate Research Committee
     - Glen McCuller, Promotion Committee, Associate & Full; Tenure Committee
     - Carol Bradley, Recruitment & Retention Committee
     - Janet Tareilo, Scholarship Committee
     - Todd Whitehead, Service Learning Advisory Board
     - Vikki Boatman, Teaching Excellence
     - Ginger Kelso, Unit Assessment Oversight Committee
     - Tracey Hasbun, Perkins Professional Development Travel Committee
   -issues from the faculty
     Members request templates for required reports and documents

3. Freshman Convocation, Tuesday, September 18, 5-6 PM, Johnson Coliseum
   Michelle Jones provided an overview of the schedule and shared the logistical plans for this event; set-up begins at 3 PM; anticipate about 400 1st time freshmen
Committee members: Michelle Jones (Chair), Linda Black, Tracey Hasbun, Glen McCuller, Jay Thornton

4. Establishing our meeting schedule
Dr. Abbott will distribute a Doodle survey to gather information about the best day and time for council meetings; if current members have a class conflict or other regular conflict with the determined schedule, Dr. Abbott requested that the member consider working with her/his department chair/school director to appoint a colleague to take that member’s position so that the department/school will be more fully represented at meetings.