

Minutes of the PCOE College Council Meeting

November 15, 2012

Members Present: Vickki Boatman, Tracey Hasbun, Carol Bradley, Jay Thornton, Stan Bobo, Glen McCuller, Michelle Jones, Ginger Kelso, Linda Black and Dr. Judy Abbott. Member absent: Janet Tareilo.

1. Welcome and Introductions

2. PCOE Committee Description:

- Linda Black presented information about the Diversity Committee but is still working on researching more information including a description of the committee.
- Stan Bobo presented information about the Service Learning Advisory Board.
- Michelle Jones presented information about the Graduate Research Committee. Discussion ensued about the viability of this committee. Dean Abbott stated that she had met with three members of this committee who could not come up with the duties of the committee and suggested sunseting the committee which has not met in recent history.

Further action to be taken:

- Dean Abbott suggested the College Council members talk to their departments about this issue and report back in January. Dr. Abbott will meet with Dr. Patrick Jenlink as well as other Deans about this issue.

3. There was a discussion about the job description and compensation for program coordinators. Dean Abbott provided a handout with a list of general duties of the program coordinators for undergraduate programs and for graduate programs (see attached) and explained the three ways that this is decided by the chair and Dean. Additional duties for the program coordinators were suggested and added to the list.

Further action to be taken: Dean Abbott explained that it is not the job of the College Council to decide about this issue, but to talk to chair and faculty about duties and compensation in order to bring suggestions and recommendations back to the Council that will be passed on to Dean and chairs.

4. Program review writers (SACAS, accreditation, THECB program reviews): This issue was discussed because a faculty member in Kinesiology and Health Science had brought up the issue wanting to know why administration is not writing accreditation reports. The Dean's response was that it was because the assessment and review happens at the program/faculty level, faculty members are better able to address the review and the data collected.

5. Item #5, pay for publications, was not discussed.

6. Live Text: Jay Thornton was concerned about the statement in the syllabus regarding LiveText and giving w/h grades. Apparently course grades cannot be withheld because someone did not submit an assignment in LiveText. The individual assignment, however, can be assigned a zero or points deducted. The final decision belongs with the faculty.

Next meeting will be Friday December 14, 2012.

Respectfully submitted,

Linda Black with assistance from Michelle Jones