

# PPCOE College Council

17 January 2013, 8:00-9:30

Present: Judy Abbott, Linda Black, Vikki Boatman, Carol Bradley, Cyndra Krogen-Morton, Tracey Hasbun, Michelle Jones, Ginger Kelso, Glen McCuller, and Janet Tareilo.

Not present: Jay Thornton

The meeting began with introductions. Cyndra Krogen-Morton is replacing Todd Whitehead for the spring semester.

**Graduate Research Committee:** Deans and Chairs need a memo from this committee stating we are sun-setting the Graduate Research Committee. Carol Bradley will draft a memo, circulate it, and everyone will edit. A final version will be taken to Leadership. Glen McCuller questioned the differences between sun setting and eliminating a committee. Carol Bradley will research the differences and report at our next meeting.

**Program Coordination:** Is there a standard job description for program coordinators? Committee members visited with coordinators and shared what they learned. Comments and expectations vary greatly and are not transparent. There are discrepancies among SFA colleges, with the PCOE being very generous. We have the most number of hours of reassigned time, most overloads, and most program coordinators. The dean's preference is reassigned time (course reduction). One cannot have reassigned time and teach an overload. Should a faculty member serve as coordinator and need to teach a full load, he or she receives pay for coordinating.

What is the role of coordinating? Committee members are to canvass program coordinators for the following information:

- size of program (number of majors and minors)
- accreditation requirements (NCATE, SACS, SPA, etc.) and cycle of reporting
- present compensation (reassigned time-how often, any summer compensation, overload)
- are there other duties to include

What are the core duties? What are variable duties? (see green sheet from November meeting)

**Undergraduate Research Conference:** By February 1, all proposals must be submitted to Ken Austin, Eric Jones, Jannah Nerren, or Tara Newman, who represent the PCOE on the University Undergraduate Research Conference Committee. PCOE proposals will be forwarded to the subcommittee of College Council (those not on Perkins Travel Committee), who will score and rank each proposal. Proposals will be returned to Eric Jones, who will pass them to the university committee.

Tracey Hasbun asked if the projects need to go through IRB and Ginger Kelso said you get the project approved through IRB. Tracey Hasbun questioned the rubric used to evaluate the proposals and stated the rubric is for a research-based project. She suggested a rubric specific for a creative piece.

Michelle Jones volunteered to chair the Undergraduate Research Committee (Linda Black, Vikki Boatman, Michelle Jones, Cyndra Krogen-Morton, and Glen McCuller).

**Staff Appreciation Reception by Faculty:** April 23 from 4:00-5:00. Everyone on this committee serves as a member of the Staff Appreciation Reception. Fulltime and part-time staff employed within the PCOE are invited to attend. Judy Abbott will provide a list of staff for each department. Each committee member will discuss expectations of representation with faculty. Make sure each department has a card for each staff member. Belinda Davis will send an invitation to staff and faculty. Dean's office will reserve a site (tentatively the Human Services lobby), food, etc.

**Teaching Excellence Award Committee:** This committee has two charges: 1) selecting a Teaching Excellence Award recipient for the PCOE, and 2) planning and implementing the reception for recipients. One person receives three recognitions: departmental, college, and university. While this is NOT a competition, it often feels like one.

Changes in committee formation take place this year. The committee chair, Heather Olson-Beal who was last year's PCOE recipient, and the four recipients from the 2011-2012 year continue to form the Teaching Excellence Award Committee. Additionally, the 2010-2011 recipient, Cay McAninch, will serve as co-chair with Heather Olson-Beal. Next year, Heather Olson-Beal will co-chair with this year's PCOE recipient, along with the four department/school nominees. Each PCOE recipient will serve a two-year term to provide continuity to the committee.

This year's committee will pilot the use of a rubric to evaluate portfolios. A rubric committee has not been established. Each committee member electronically evaluates each portfolio and the dean's office will calculate results.

Posters will be made of each departmental/school recipient and displayed at the Teaching Excellence Award ceremony held at the Culinary Café.

Committee members were asked to poll their faculty to determine their preference for a department/school representative: be represented by their department/school recipient from the previous year or elect a member from faculty. In 2013-2014, the Teaching Excellence Award Committee will consist of two previous PCOE recipients and four faculty representative.