

PCOE College Council  
21 February 2013, 8:00-9:30  
—Agenda—

The PCOE College Council serves advisory and leadership roles. Members of the council represent their colleagues in the departments and school, bringing issues and concerns to the council and taking issues and initiatives to their colleagues for discussion and review. Members engage with the dean and the dean's leadership team by considering issues and by providing advice concerning actions. The council takes responsibility for organizing and implementing the Staff Appreciation Reception, for reviewing and awarding the Perkins Travel Grants and the Undergraduate Research Conference representatives, and other events as designated. The council is comprised of two elected representatives from each department/school and meets monthly during the fall and spring semesters.

1. Welcome & introductions
2. PCOE Committees
  - sunsetting the graduate research committee memo—Carol Bradley
3. Program Coordination
  - reports from departmental representatives
    - 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)
4. Undergraduate Research Conference submissions
  - update—Michelle Jones
5. Staff Appreciation Reception subcommittee
  - April 23, 4-5, Human Services lobby
6. Policies & Procedures
  - Teaching Excellence Procedure (question about PCOE committee membership)
  - PCOE Emeritus Policy

## 7. Other issues

Meeting Dates, the 3<sup>rd</sup> Thursday of the month, 8:00-9:30 AM, McKibben 281 (with 2 exceptions)  
[note: the member names are for taking notes & developing meeting summaries]:

- Feb. 21—Ginger Kelso
- Mar. 21—Jay Thornton
- Apr. 18—Glen McCuller
- Friday, May 10—Tracey Hasbun