

# PCOE College Council

21 February 2013, 8:00-9:30

## Summary

**Present:** Judy Abbott, Linda Black, Vikki Boatman, Carol Bradley, Cyndra Krogen-Morton, Tracey Hasbun, Michelle Jones, Ginger Kelso, Janet Tareilo, Jay Thornton

**Absent:** Glen McCuller

**PCOE College Council Description:** The PCOE College Council description has been changed. The responsibility of organizing and implementing the Freshman Convocation has been removed from the council description. This responsibility will be transferred to the Recruitment and Retention Committee.

**PCOE Committees:** Carol Bradley presented a draft of the memo indicating the intention to remove the Graduate Research Committee from the list of PCOE committees due to the fact that the functions of this committee when it was created no longer exist. The memo was approved and will be sent to Dean Abbott in order to present at the next Dean's and Chair's meeting.

**Program Coordination:** A representative from each department/school presented information on the following:

- Size of programs (majors and minors)
- Accreditation requirements (NCATE, SACS, SPA, etc.)
- Present compensation (reassigned time-how often, any summer compensation, overload)
- Are there other duties to include?
- What are core duties? What are variable duties? (green sheet from November meeting)

The following people presented from each department:

Elementary Education – Vikki Boatman

Secondary Education – Linda Black

Human Sciences – Carol Bradley

Kinesiology – Jay Thornton

Human Services – Ginger Kelso

Issues discussed concerning program coordination:

1. What do other colleges do for compensation?
  - Dean Abbott will check at the next Dean's meeting about summer coordination.
  - In some colleges program coordination is considered a service activity and no compensation or reassigned time is received.
2. Should some duties be assigned to staff?
  - Some programs have staff who assume responsibility for some coordination activities. However, availability of staff is inconsistent across programs.
3. How should level of compensation be determined?
  - How many hours of reassigned time should be received and should summer compensation be provided?
  - This will have to be based on factors such as number of majors and minors in the program. Summer compensation will be based on whether coordination activities must occur in the summer.
4. Do coordinators within departments have meetings?
  - Meetings among coordinators is inconsistent within and across departments

5. Do coordinators meet one-on-one with department chairs?
  - No. Coordinators do not have regularly scheduled meetings with the department chairs.
6. What are the options for compensation or reassigned time? Often reassigned time is difficult because of lack of faculty to cover existing courses.
  - Coordinators can get reassigned time for one course
  - Coordinators can teach a full load of courses and get overload pay for coordination duties
  - It is possible to teach an overload and still get a second overload for coordination duties
  - It is not possible to get reassigned time for one course (for coordination duties) and then teach a course as an overload
  - Those who cannot take reassigned time due to lack of faculty to cover courses may need to consider adjuncts. However, proportion of adjuncts allowed may be governed by an accrediting body.

Program coordination will be discussed again at our next meeting. Before the next meeting, committee members will need to:

1. Create a table (in the format provided by Vikki Boatman) for each department/school
  - Electronic copy of the Elementary Education table will be provided to everyone
2. Send this table to the Dean one week prior to our next meeting (March 21)
3. A table of compiled information from all departments will be distributed at our next meeting

**Undergraduate Research Conference Submissions:** Reviews of submissions for the undergraduate research conference are due by Friday Feb. 21. But, due to the late distribution of submissions, the deadline has been moved to Monday Feb. 25 at 2:00 PM. Subcommittee members will receive submissions and will complete an electronic survey indicating review of each submission. The rubric will be available on the electronic survey. Creativity was supposed to be added to the rubric for this competition, but Michelle reported that she was not sure if it was added to the rubric. Eleven submissions have been received.

**Staff Appreciation Reception Subcommittee:** Staff Appreciation Reception is scheduled for April 23 at 4:00 – 5:00. The subcommittee for staff appreciation has not been selected yet. Those representatives on the PCOE College Council who are not currently serving on the Perkins Professional Development Fund subcommittee will be on the Staff Appreciation Reception subcommittee - Cyndra, Glen, Michelle, Vikki, and Linda (chair). An invitation will need to be sent to all staff. A request will need to be made to include the custodial staff and a list of custodial staff will need to be generated. Faculty will also need to be recruited to attend the reception.

#### **Policies and Procedures:**

**Teaching Excellence Procedures** – The current teaching excellence committee members are those who were selected as recipients from each department during the previous year. The co-chairs are the two previous recipients of the college award. During the next PCOE College Council meeting, we will discuss whether the committee members should instead be elected or appointed from each department/school instead of previous recipients.

**Emeritus Policy** – The Emeritus policy has been reviewed and moved to the board for approval. The new emeritus policy will need to be added to each department/school's promotion policies and guidelines.

**Other Issues:** If technology speed is a problem in each department, committee members need to inform their Chair, who is to report back to the Dean.