

PCOE College Council
March 21, 2013, 8:00-9:30
Summary

Meeting Change: Next College council meeting will be Tuesday, April 16, from 8:00-9:30.

Present: Judy Abbott, Vikki Boatman, Ginger Kelso, Cyndra Krogen-Morton, Tracey Hasbun, Carol Bradley, Janet Tareilo, Jay Thornton, Glen McCuller

Absent: Linda Black, Michelle Jones

PCOE Committees

-Dr. Abbott reported that the department chairs and school director agreed on sunsetting/removing the Graduate Research Committee from the list of PCOE committees.

-Web pages are being built with current PCOE descriptions derived from the PCOE College Council Committee.

-The Teaching Excellence Committee will consist of two elected members from each department/school. It will not automatically be the previous department/school recipient. Next year, one person from each department/school will serve one year and the other representative will serve two years to insure consistency and experience on the committee. Co-chair will be the previous PCOE recipient of the TEC award.

-Discussed that all PCOE committees should document (with dates and attendance) a summary of their accomplishments from this past year and make a projection of their work for next year. Carol Bradley will develop an end of year reporting form for all PCOE Committees to follow. All PCOE Committees will be asked to submit reports by end of the day on May 6.

-The committee members decided that the Dean should still be chair of the College Council Committee.

Program Coordination

-It was suggested that the committee complete the Program Coordinator Rubric (the rubric Dr. Abbott emailed out on March 7) from each department/school before moving forward on proposing that the department chairs and school director develop a PCOE compensation policy for program coordinators/directors.

-A new reporting format/column for program coordinator's time allocation will be developed by Dr. Boatman for the Program Coordinator Rubric. Separate Program Coordinator Rubric documents for undergraduate, graduate and doctoral programs

from each department/school should be developed. All of this information should be submitted electronically to Dr. Abbott by April 12.

-Possible recommendations after Program Coordinator Rubric is complete:

1. A PCOE program coordinator compensation policy developed by department chairs and school directors based on different variables such as: program size, time commitment, accreditation/accountability requirements, duties, etc.
2. Compensation ideas: none, contractual duties, comp time, overload pay,...

Staff Appreciation Reception Subcommittee Report

April 23 from 4:00-5:00 in the Human Services Lobby.

Other Issues

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-Dean Abbott suggested developing a process or policy for reviewing and developing college policies. This might determine which policies are needed or not. It was discussed that new department/school policies need to be approved by the dean and provost before being implemented. Any new policy should not conflict with current university or college policies. This process/policy would decide how often policies/practices should be reviewed by the PCOE. (Every 3 years, 5 years, or as needed.) The committee discussed developing guidelines and procedures on how to change policies in the departments/school. The following policy topics affecting faculty were brought up: workload, tenure/promotion, regents professor, awards policies, sick leave policy, and office hours.