

PCOE College Council Meeting
April 16th, 2013, 8:00-9:25
Summary

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

Absent: n/a

Welcome from the Dean.

Staff Appreciation

Linda reported on Staff Appreciation. Plan is to meet in HSTC lobby on 4/23 from 4-5pm. Remind all to attend, including custodians, administrative staff, assistants, secretaries, grant staff, and IT staff. Faculty should attend and are to show appreciation. Refreshments will be served. Bring cards, not gifts. Need a card for all with faculty signatures. Send reminders to all. Someone will need to staff the office during time of reception so that staff may attend.

PCOE Committees

Committee Progress Report template prepared by Carol Bradley distributed and reviewed. Dr. Abbott added meeting dates and attendance. Dr. Abbott will send to chairs of college committees by 5/8. Put goals for year first, then summary of accomplishments. Also suggested that Committee chairs list members who are rotating off the committee. These committee reports are to go on PCOE website.

Dr. Abbott proposes three PCOE full faculty meetings per year, to take place on return in Fall and January, and one in May, with the May meeting for progress reports of PCOE committees.

Dr. Abbott discussed that leadership team is working on and discussing inequalities of representation on committees. The matrix of committee assignments demonstrates who is participating on committees. Also, FARs are to be evaluated for committee service, as well as tenure and post-tenure reviews. It was suggested that new faculty should not be required to participate in committee service in order to focus on teaching and scholarship, or gradually increase committee responsibility. Suggested was an evaluation of junior vs. senior faculty service in order to determine equal representation. Discussion also focused on the need for all to participate in committee work and mentioned that faculty who have not recently served on departmental and/or college committee be encouraged to do so.

Program Coordination

Dr. Abbott presented the time allotment tables prepared by Ginger Kelso. Some members were not sure of if time allotments as presented were functional for decision-making. Discussing the Coordinator Duties tables and responsibilities it was discussed that compensation needs to be standardized but there are several issues: should compensation be based on number of students, number of incoming students (e.g., admittance 1/year vs. 2/year), report writing responsibilities, and other issues? Also, will the decision for compensation remain with department chairs/director? Dr. Abbott discussed that currently the three types of compensation for coordinators: 1) none, 2) reassigned time, and 3) extra pay.

A subcommittee was formed to draft coordinator recommendations for Dr. Abbott and the Leadership Committee. This subcommittee of the College Council is to be chaired by Jay Thornton and staffed by Linda Black, Janet Tareilo, and Cyndra Krogen-Morton.

Upcoming dates:

4/23 Staff Appreciation, HSTC lobby 4-5pm

5/8 Dr. Abbott to send out Committee Progress Report to PCOE committee chairs

5/10 Next College Council Meeting, 8am

8/22 Faculty return for Fall semester

8/27 PCOE Fall Fest (in lieu on Freshman Convocation; freshmen & transfer; dept. based)