

PCOE College Council Meeting  
May 10, 2013, 8:00-9:40  
Summary

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

Absent: Michelle Jones

**Welcome**

Dean Abbott

**Review of Summary From April Meeting**

It was noted that the following items should be changed/added:

- Change date for PCOE College Fall Fest from 8/27/13 to 9/3/13
- Departments and Schools are to hold Fall Fest at their respective buildings at the following times:
  - Kinesiology-3:00 p.m.
  - Human Sciences-3:30 p.m.
  - Human Services-4:00-p.m.
  - Elementary Education-4:30 p.m.

The Dean stated that each Department/School should provide the exact location that the Fest is to be held so that printing can be done this summer, to advertise for the location of the Fest. It was also discussed that each Department/School should allow 5 minutes for the Dean to speak at the beginning of each meeting. She hopes to provide the committee a budget. This event is mandatory for Freshmen and Transfer students. The Recruitment and Retention committee will discuss the tracking method for attendance.

**Program Coordinator Compensation Proposal**

Jay Thornton reported on the Program Coordinator Compensation Proposal and provided a handout. The handout detailed the purpose, the recommendations, potential concerns, and concluding remarks. Jay explained that the policy attempts to give structure for program coordinators across the college as there are discrepancies/disparities. It was recommended that Chairs/Directors come up with a college-wide compensation plan that follows the university policy as well. Jay asked for feedback and concerns with the proposal.

Linda Black mentioned the importance of program coordinators having a copy of the job description before accepting the position. Dean Abbott mentioned that the job of program coordinator cannot be categorized as service when there is reassigned time or monetary compensation. When there is reassigned time or monetary compensation, it is considered part of the program coordinator's teaching load. It was noted that it should continue to be offered as either teaching load or service.

Changes made to the actual document include:

- Add "accreditation responsibilities" to the second bullet under Recommendations.

- Change the header from “Potential Concerns” to “Points for Consideration”
- Change the last sentence under Points for Consideration to “Coordinators of internships and practicums are separate from program coordinators but they need to be compensated.”

College Council members came to consensus that the edited proposal be sent to the Chairs meeting in June. Jay provided all College Council members with an edited, electronic version of the Proposal by lunch on 5/10/13.

### **Staff Appreciation Reception**

Linda Black reported on the Staff Appreciation Reception that was held in the HSTC lobby on 4/23 from 4:00-5:00 p.m. Linda felt that the site was not large enough and Dr. Abbott commented that the committee had done great work and that is why there was such a large turnout for the event. Linda estimated that between 110-120 people attended but that there was food for 90. She stated that Belinda Davis is keeping a file on the event so the amount of food could be adjusted next year.

Suggestions for next year were made:

- Dr. Boatman felt it was awkward for people getting on and off the elevator to walk through the lobby. She recommended not holding it in the lobby of any building. She also suggested having a “designated faculty person” to be responsible for walking their staff over to the site where it is to be held.
- It was recommended that we might use Twilight A and B next year possibly have 20-30 chairs around the perimeter for those who want to sit.
- Dr. Abbott noted that the cards for staff are a departmental expense and that this needs to be communicated.
- It was recommended that a follow-up thank you note be sent to the office of the “host site” as well as to the custodial staff who cleaned up their own party.

### **PCOE Committee Progress Reports**

Committee Progress Report templates were distributed and reviewed. The following suggestions were made:

- Linda Black suggested having 1 handout ready on our PCOE meeting in August that has all committees listed on it with their respective descriptions, goals, summaries, and recommendations.
- Dean Abbott noted that we should recommend to the Chairs/Directors that 2 new members be added to the Curriculum committee so that we have staggered membership. Two members need to rotate off of this committee. Jay Thornton volunteered and Le’Ann Solomonson in Human Services and Mary Olle in Human Sciences will be given a choice as to who wants to rotate off for the second position. Dr. Abbott also requested that this committee include a summary table of the work on this report (New programs, etc.)
- Dean Abbott stated that she will review her notes for attendance on the Recruitment and Retention committee and requested another member from Kinesiology. A rotation schedule has been established so that there is staggered membership.

- It was suggested that the Service Learning committee insert a “term ends” column into their report.
- For the Teaching Excellence committee, it was noted that the spelling of Cay McAninch’s name needs to be corrected. Additionally, clarification needs to be made regarding membership. There will be representatives from each department, along with the two co-chairs. (The two co-chairs for next year will be Ginger Kelso and Heather Olson-Beal, along with representatives from each department.)
- It was suggested that a blank form be given to the Chair of each committee so they know what to plan for the year.

## **Other Issues**

Wording of the PCOE College Council Purpose will be changed. The fourth sentence will read as “The council subcommittees take responsibility.....” The fifth sentence will be moved to the sixth sentence and the new fifth sentence will read as “Subcommittees meet separately depending upon the responsibility of the subcommittee.”

Linda Black initiated discussion as to what happens to the Perkins Travel Fund money that is not spent from September through May. She asked that the wording be changed on the Perkins Guidelines so that faculty could apply for summer funds, even if they had received funds twice during the academic year. Dean Abbott was not in support of the motion. Dean Abbott reiterated that thank you notes must be sent to the Perkins within 2 weeks after returning from a trip that was funded by them. She stated that faculty who fail to submit a note within the two week period will be ineligible to receive funds for the next academic year. Dean Abbott stated this was communicated to all faculty this year. She suggested that if this procedure is not in policy, it needs to be included. Ginger Kelso volunteered to serve as chair of the Perkins Travel Funds subcommittee next year.

Dean Abbott thanked those members serving on College Council who will rotate off this year. Members rotating off include Glen McCuller, Todd Whitehead (aka Stan Bobo and Cyndra Krogen-Morton), Linda Black, and Tracey Hasbun. Dean Abbott mentioned that she will send members a letter, thanking them for their service, so they can use it for tenure and promotion and so she can document attendance.

Happy Summer!