

PCOE College Council
12 September 2013, 2:00 – 3:00
Meeting Minutes

Present: Judy Abbott, Scott Bailey, Vikki Boatman, Eric Jones, Michelle Jones, Shelia Lumar, Paige Mask, Janet Tareilo, Vicki Thomas, and Jay Thornton.

Not Present: Ginger Kelso

Dr. Abbott began the meeting with a welcome and introductions for all. New members to the council were introduced and the purpose of the council reviewed.

Various committee responsibilities were discussed. Regarding Perkins Professional Development Committee, the members for the 2013-2014 year are as follows:

Ginger Kelso, Chair

Janet Tareilo

Jay Thornton

Shelia Lumar

Vicki Thomas

The committee to address the Staff Appreciation Reception for the 2013-2014 year is as follows:

Vikki Boatman

Paige Mask

Michelle Jones

Scott Bailey

Discussion of policies centered on promotion documents and the Professor Emeritus selection process. The Dean stated that this needs to be completed by November with all departments having the opportunity for review of said policies. The Dean will forward the college promotion policy to all as soon as the Provost has had the opportunity to review it and suggest any changes regarding Professor Emeritus. Departments will then be charged to address the guidelines and establish standard procedures. Eric Jones volunteered to review the first draft of the policy.

There was some discussion on the council's role during the upcoming NCATE visit. The Dean reminded the council members that they serve as *Ambassadors for SFA* and should be ready and willing to share any and all information with their respective departments regarding the visit.

The issue of program coordination and compensation was also addressed. Jay Thornton opened the discussion with how there seemed to be a difference regarding duties, responsibilities, and compensation among the different college departments. The council members focused their attention more on the differing compensation than on the impact of the size of the programs. The discussion continued with Dr. Thornton and Jones asking about various workloads and the need to standardize responsibilities of the coordinators. The Dean agreed and spoke of the need for transparency when addressing this concern.

The agenda item regarding the new student convocation feedback was moved to the October meeting for further discussion.

The meeting dates and time for the council were established. Every 2nd Monday of the month from 10:00a. m. – 11:30 a. m. was set. The meeting place will continue to be in the Dean's Conference Room, 281 McKibben. The Dean also requested that a council member be responsible for writing the meeting minutes. The members responsible for taking the minutes will be decided during the October meeting.

The meeting adjourned at 3:30 with the next meeting occurring on Monday, October 14.