

PCOE College Council

November 11, 2013 10:00 – 11:30

Meeting Summary

Members Present: Dean Abbott, Ginger Kelso, Vicki Thomas, Susan Casey (replacing Vicki Boatman), Eric Jones, Jay Thornton, Paige Mask, Scott Bailey, Janet Tareilo, Sheila Lumar

Members Absent: Michelle Jones

Handouts: Office of Assessment & Accountability chart; Office of Student Services & Advising chart; Policy Guidelines for Tenure, 2008; Policy Guidelines for Academic Programs, 2009, Meeting Minutes October 14th.

1. Susan Casey, Elementary Education, introduced herself to the committee. Minutes were approved from past meeting.
2. Dean Abbott began the meeting with discussion on the reorganization of the Student Services and Advising Office and Office of Assessment and Accountability. Reasons for this reorganization are to better define roles in each area, to meet expectations more efficiently and responsively, and to prepare the necessary reports in a timely manner.

Main Points of Discussion:

- Student Services and Advising Office
 - Completes: degree plans/audits; advising/ student success initiatives; educator preparation applications/ criminal background screening; student appeals/student discipline; curriculum
- Office of Assessment and Accountability
 - Coordinator of Certification and Assessment – Julie Stadler; Certification Officer – to be determined; Coordinator of Field and Clinical Placements – Carrie Durrett; Accreditation/Accountability; Data Management LiveText – Hayley Gilliam; Technology Coordinator – Joe Strahl.
 - Discussion of current practices in internships and practicum occurred. It is thought that the new position of Coordinator of Field and Clinical Placements will improve and facilitate the documentation of these experiences for our candidates.
 - Eric Jones asked about the possibility of another coordinator position for field experiences that are currently being handled by individual course instructors. Dean Abbott stated that it may be a possibility as far as logistics related to field experiences, but the relationship between the

course professor and the field or discipline needed to remain. At this time no such position exists.

3. COE Education Policy and Guidelines for Tenure and Promotion were reviewed by the committee.

Main Points of Discussion:

- the words school and department are replaced with the term *unit*
- Department level: 1-2 unit promotion committees
 - assistant to associate → committee members must hold rank of associate professor
 - associate to full → committee members must hold rank of full professor
- College level committee
 - tenure – committee members must be tenured
 - assistant – committee members must be associate or full professors
 - associate to full – committee members must be full professors
- Dean Abbott noted that language changes need to be made to the summary at both the Unit and College levels in the 2009 document pages 2-3. Dean Abbott will send the revision out for all council members to review and all members must respond to the revisions. Revisions include the following:
 - Individual documentation needs to be completed for each of the following areas
 - quality of teaching
 - scholarship
 - service
- A recommendation was made that these changes (quality of teaching, scholarship, and service) also be included in the Emeritus section of the document. Wording changes also occurred from panel to committee.
- Discussion by Janet Tareilo regarding differences between departments within the COE and scholarship requirements. Dean Abbott seeks to make this process and its requirements more transparent for departments within the COE.
 - Discussion that some disciplines having fewer outlets for publications than other disciplines. Forestry and Mathematics have to pay for graphics used in publications, but additional fees should not be necessary for publication due to the wide venue of publication outlets available to faculty.
 - Eric Jones discussed equity among “publications” and the fact that some “publications” could be considered non-peered reviewed and viewed as a newsletter publication by other departments or faculty members/

4. Mission Statement and *Social Justice* Wording

- Discussion was conducted regarding the words *social justice* in the COE mission statement. Dean Abbott provided a review on the history of the term *social justice* which has its origins in religion and communism. The council agreed that

the term *social justice* needs to be considered for possible change in the COE mission statement. Dean Abbott gave every representative in the council the assignment to go back to his or her department and gather feedback from other faculty members regarding the use of *social justice* in the mission statement.

- Previous revisions to the COE mission statement were made by the Dean's Council in 2007 – diverse background and global society terminology were added in part due to feedback from the NCATE visit in 2007

5. Guidelines for Perkins funds (presentations) read 1 per semester.

- Visiting professors who are considered full-time appear to be eligible to apply for these funds.
- Some committee members would like for wording to be changed so that individuals could make 2 requests for Perkin's funds within the same semester and still comply with the total of 2 per academic criteria.

6. Livetext – Beginning Fall 2014 there will be a LiveText purchase fee for all students. As a result, there should no longer be issues for course instructors and students not purchasing the LiveText program.

7. December Meeting Reminders

- Agenda needs to address January date for meeting. Committee members were asked to bring his or her schedule to the meeting so that a new January date could be determined.
- Susan Casey will take meeting minutes on April 28th and Scott Bailey will take meeting minutes on May 5th.
- Summer teaching policy and merit policy will need to be developed. Policies exist at the program level, but not at the COE level.