

PCOE College Council
13 January 2014, 10:00 – 11:30
Meeting Summary

Members Present: Dean Abbott, Ginger Kelso, Vicki Thomas, Susan Casey, Paige Mask, Janet Tareilo, Shelia Lumar, Michelle Jones, Scott Bailey, Eric Jones

Members Absent: Jay Thornton

Review of meeting summary

- Minutes approved from last meeting
- Vicki Thomas provided a draft letter in response to Dr. Byker's letter concerning the use of the term "social justice" in the PCOE mission statement. The response letter was approved with two edits. The revised letter will be sent to Dr. Abbott.
- Eric Jones stated that the strong response from some faculty concerning the use of the term "social justice" in the PCOE mission statement was an indication that the term was problematic. Dr. Abbott reported that the PCOE mission statement will be reviewed in Fall 2014 at which time the term may be reconsidered for inclusion in the mission.
- Vicki Thomas reported that the PCOE mission statement may not be accurately updated on the PCOE website. The mission statement in the "About Us" section of the website was found to be accurate. However, inaccuracies in other places should be reported so that updates can be made.

PCOE policy updates: Tenure & Promotion update/Workload update

- Dr. Abbott reported that departments are currently in the process of reviewing the promotion and tenure policies
- Dr. Abbott reported that workload policy was addressed at a recent Dean's Council meeting. Current practice is to teach 12 teaching load credits (TLC), which equals four undergraduate, three masters, or two doctoral courses. However, many people teach a combination of course levels, which sometimes exceeds 12 TLCs. Some departments have been compensated for extra TLCs while others have not. Department chairs are working on a workload policy that will standardize how faculty are compensated when their TLCs exceed the 12 required.
- Dr. Abbott also reported that in order to make course loads more efficient, course enrollments will be analyzed to determine whether some course sections can be eliminated. Janet Tareilo asked whether this was being conducted in other colleges across the university. Dr. Abbott reported that PCOE initiative. Shelia Lumar asked whether workload considerations would be made for very large courses. Dr. Abbott reported that enrollment caps are decided by the each department, but that very large courses have been allowed to count as two courses in the past. This practice is not, however, stated in workload policy.

- Eric Jones asked whether combining course sections to create larger courses would affect the quality of education delivered, especially at the graduate level. Dr. Abbott responded that course level as well as other factors such as whether the course is online will have to be considered as the departments review enrollment numbers.
- Eric Jones asked whether summer salary will stay the same as last summer. Dr. Abbott reported that the salary for this summer will likely stay the same as last summer. Janet Tareilo, who is on the University Strategic Planning Committee, reported that the topic of summer salaries is under discussion on that committee

Program Coordinator Guidelines update

- Dr. Abbott provided a draft of the Program Coordinators Compensation Recommendations created by the department Chairs. This document is still under development by the Chairs, however there is agreement that all coordinators should be compensated either through reassigned time or an additional stipend.

Other items

- Due to underutilization of classroom space, the PCOE had to reallocate nine classrooms. Every college was asked to reallocate space in order to show that space is being used adequately. It is likely that further reallocation of classroom space will be required in future semesters.
- The staff appreciation committee will need to convene in order to begin planning for the staff appreciation event held each spring semester. Members of the staff appreciation committee include: Michelle Jones (Chair), Paige Mask, Eric Jones, Susan Casey, and Scott Bailey. During this event all non-faculty personnel (excluding student workers) are recognized. Paige Mask will email Michelle Jones with staff appreciation committee information.
- Shelia Lumar asked how faculty concerns are brought to the PCOE College Council. Dr. Abbott reported that faculty concerns can be emailed prior to each meeting in order to be included on the meeting agenda or representatives from each department can bring faculty concerns to the council on the day of our meetings.
- Not all College Council members can meet at our regularly scheduled time. Dr. Abbott will send out a Doodle to determine a time on Monday mornings that will better fit the schedules of all council members during the Spring 2014 semester.