

PCOE College Council
March 17, 2014; 9:00-10:30
Meeting Summary

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

1. Staff Appreciation Reception Report:

Staff Appreciation Committee members include: Michelle Jones, Eric Jones, Scott Bailey, Paige Mask and Susan Casey.

Staff Appreciation Reception is scheduled for Tuesday, May 6th at the UC, Regents Suite A from 4-5.

Michelle Jones reported that Belinda has finalized the menu and invitations. The chairs of each department have been asked to prepare words of encouragement and appreciation cards for our staff.

Dean Abbott recognized the overarching goal of acknowledging the role our staff plays in the success of our unit. The Council has an important role in assuring colleagues come to support our staff.

2. NCATE Reports, mock visit and onsite visit:

Dean Abbott acknowledged the NCATE visitors are on campus and will be meeting with various faculty until Wednesday.

The response to the offsite report is due Thursday March 20th. The leadership team is doing a pre-visit conference call. Lisa Mize will be confirming the agenda and the participants by Friday.

On April 26th six committee members from all over the country will be coming to campus. April 27th from 4:30-5:30 the Diversity Committee is putting a series of 5 poster presentations together to showcase the work we are doing in this important area.

On Monday, April 28th the NCATE visit will be an intensive day. The interviews will include people from human resources, SFA graduates, and schools that partner with SFA, among others.

The college pays approximately \$29,000 for NCATE annual fees and professional development. This fee includes all of the other accrediting fees and membership fees.

3. Program Coordinator Guidelines Update by Dr. Abbott said every coordinator's compensation would be recognized by either reassigned time or additional compensation. Requests are at the Provost level.

4. PCOE policy updates: Tenure & Promotion/Workloads

Dept./School Reports:

All departments reported that policies are being worked upon and will be ready for updating soon. The Dean reminded the council the rubrics should include definitions and use language from the university policy.

5. Undergraduate Research Committee Conference:

Eric Jones confirmed that all went well. There were more submissions than previous semesters and representation from each department.

There was concern from council members about the proposal reviewal process because all council members were asked to review the proposals. There was also quick turnaround time from when the council received the proposals and when scores were due. Eric ensured that the organizational timeline will improve and will allow two weeks for the reviewal process.

From this discussion, a division of labor for the Perkins Committee and the Staff Appreciation Committee was changed to address a more balanced approach. The Staff Appreciation Committee will also be responsible for reviewing the Undergraduate Research Conference proposals.

Eric reminded everyone to attend the URC event on April 8th from 4:00 – 7:30 in Twilight Regents A. Participants will be conducting presentations, and displaying posters. Food will also be served.

6. Perkin's Committee:

Ginger clarified that Perkin's guidelines say state level events, even when one is a presenter, will not be funded.

The council also decided in order for funding to be considered, applications should be submitted at the first of the month prior to the travel date. Applicants must also include travel vouchers.

Other Business:

* Teaching Excellence Center Awards will be on March 26th at 3:30 at the Culinary Cafe'. Please come to support the colleagues being recognized. Dr. Jannah Nerren from the Department of Elementary Education will represent the college at the SFA 2014 Teaching Excellence Reception on Wednesday, April 16, 3:30-5:00, at the Baker Pattillo Student Center.

* Misprinted t-shirts will be donated to a church mission group and sent to Haiti.

* NISD will be holding a book drive and will be accepting any kind of books until the end of April.

* The council will not meet in April due to the NCATE visit. The next PCOE College Council Meeting is scheduled for May 5th from 9:00-10:30. Scott Bailey will conduct the minutes.