

PCOE College Council
January 28, 2015 (1:30 pm)
Summary

Present: Judy Abbott, Sheila Lumar, Jay Thornton, Susan Casey, Sally Ann Swearingen, Paige Mask, Vicki DePountis, Vicki Thomas, Eric Jones, Ken Austin, Scott Bailey

Review of past minutes/summary:

- One noted change in Vicki Thomas' last name
- Motion to accept (Sally Ann Swearingen)
- 2nd (Sheila Lumar)
- Accepted

Revising promotion and Tenure policies: Presented by Vicki Thomas

- Committee was charged to bring language up-to-date in regards to how each category is to be evaluated
 - Teaching (excellent – satisfactory- unsatisfactory)
 - Research (excellent – satisfactory- unsatisfactory)
 - Service (excellent – satisfactory- unsatisfactory)
- Guidelines at the college level are based on the departmental guidelines and therefore rubrics from the college level are not necessary
- Concerns expressed about how votes are noted if the decisions are not unanimous
- Dr. Abbott stated that votes should be indicated directly on summary sheet
- An overall rating is given of satisfactory or unsatisfactory after each of the individual ratings in teaching, research and service are noted.
- Differences between annual reviews and peer merit reviews
 - Peer merit reviews are required by law annually
 - Peers examine FAR to rate faculty for merit reviews
 - Chair/Director allocates merit pay
- Suggestions for a preamble were given and a sub-committee formed – Report will be given at the February meeting
 - Sub-committee – Vicki Thomas, Sally Ann Swearingen, Susan Casey

Senior Exit: Jay Thornton

- Larry King already tracks graduate with an Exit Survey
- Any department can add their own questions
- Summary reports may be obtained when request are sent to Larry King
- Reports and survey are for under-graduate students
- Additional information can be obtained from intuitional research in Banner

PCOE Syllabus template and practices: Jay Thornton

- Concerns gathered about the various last minute changes made to syllabus templates
- Dr. Abbott stated the goal is to have all changes for the school year completed by July 1st
- Issues were addressed about changes from governing bodies which must be changed when policies and/or procedures are updated
- The new template and forms are on the college website

Student Travel Funds: Sheila Lumar

- Students will be reimbursed once they return from approved travel with appropriate documentation

- The students will follow the same general guidelines as faculty with regards to receipts, documentation, and per diem allowances
- The students must be engaged in scholarship, must be supported by faculty, and must complete travel within one year of graduation

Credit verses Contact Hours: Dr. Abbott

- Faculty Workload policy revised and adopted by Board of Regents on January 27, 2015
- 24 teaching load credits per fall and spring
- Teaching load credits outlined in policy under III A.
- Practicum courses allocations noted in policy under III B.
- Thesis and dissertation course type wording will need revision and noted under III D.
- Dean, Chairs and Director will work to look at how new policy impacts scheduling for Fall 2015

Field Experience Supervisors

- Possible need for training in new system for documentation
- Need to communicate with all supervisors the changes in their responsibilities

Faculty Members Transporting Students

- Personal vehicle insurance is the primary
- When your policy limits are met the university insurance may take over additional expenses.
- No particular policy on transporting students in your personal vehicle

Program Coordination Basic Duties

- Received Coordinator duty chart for undergraduate and graduate/doctorial duties
- Compensation information will be given at a later date

PCOE Office Hours

- New University Workload policy states information about office hours in section II A
- PCOE has on website requirements for Spring office hours
- The College of Education will continue to enforcer the current PCOE office hours policy
- A committee with review the current university policy for possible changes in Fall 2015 to the PCOE policy
- Summer teaching office hours are required at a rate of 50 minutes per week for each credit hour or 2.5 hours per each 3 credit hour course.

Meeting Adjourned at 3:05 pm