

PCOE College Council  
April 22<sup>nd</sup>, 2015 (1:30 p.m.)  
Agenda Summary

**Members Present:** Judy Abbott, Sally Ann Swearingen, Shelia Lumar, Vicki Thomas, Scott Bailey, Vicki DePountis, Jay Thornton, Susan Casey, and Paige Mask

1. Summary minutes from Mar 25<sup>th</sup>, 2015 were approved and accepted. (Susan and Sally Ann)
2. Sub Committee Reports
  - a. Susan: Stated that the preparations for the Staff Appreciation Event are completed. The event is Tuesday, May 5<sup>th</sup> from 4-5 p.m. in Regents A & B. Dr. Abbott recommended that faculty members from each department/school should be in attendance to support PCOE staff members. Dr. Abbott also stated that chairs/directors should not conduct long introductions when recognizing the awardees. Vicki T. asked if PCOE maintain standardized guidelines for funding amounts allocated for appreciation awards across departments/school. Dr. Abbott stated that there are currently no guidelines in place, but recommended that chairs/directors develop a list of staff members to ensure everyone receives recognition.
  - b. Shelia: Reported on student travel funds. She stated the student travel applications submitted for March 2015 are better completed when comparing student travel requests submitted during February. Shelia stated the Human Services lead the way in the number of students travel requests submitted for conference presentations. Shelia further stated that since implementation and execution of the student travel policy, changes would need to take place to make the application submission and the review process more efficient. Both Dr. Abbott and Shelia commented on the quality of research collaborations occurring between faculty members and students throughout the PCOE. Dr. Abbott recommended that students submitting research proposal to attend regional and national conferences, should also submit proposals to participate in the Undergraduate Research Conference (URC) at SFA. Susan reported the URC went well and a student from education department had their presentation highlighted. Sally Ann recommended that upperclassmen interested in conducting research activities should also encourage underclassmen to become involved in research activities as well.
  - c. Shelia: Informed the council that she will be leaving SFA at the end of the semester and have accepted a position with the University of North Texas at Dallas and will continue building a mental health and family services private practice.
  - d. Issues from the faculty:

Susan asked how much quantitative and qualitative information is needed for program reports. Dr. Abbott stated that reports should have a nice blend of both quantitative and qualitative information when listing duties. She further reported the PCOE spends \$42,000 for additional compensation according to task lists and the variations amongst program structures across the college is contingent upon external reporting requirements for accreditation purposes. Dr. Abbott also stated that \$100,000 is allocated for program coordination, which does not include reassigned time. Additionally Dr. Abbott informed the College Council that an analysis of program coordination is still under review and adjustments will made accordingly. Sally Ann

stated that it is difficult to remain within the 24 hour TLC limit. In response to Sally Ann statement, Dr. Abbott stated that too many “unknowns” persist to address the issue of teaching loads effectively.

- e. Summer Budgets: Dr. Abbott stated that coordinator provided input regarding the summer budget. She further stated that once the budget is submitted, it is very difficult to make changes. Thus, chairs/directors must ensure the numbers submitted for the budget are correct and accurate.
  - f. Discussion: New changes to the MySFA links will work the same as before. Melinda Colby will work with deans and chairs to solicit feedback on the changes to MySFA. The new changes will be effective as of May 5, 2015.
  - g. Discussion: Dr. Abbott stated that administration leadership urge faculty to have a D2L presence in all course. Dr. Abbott stated that most if not all courses in the Human Sciences have a D2L presence, followed by some education programs, human services and kinesiology courses.
  - h. Vickie recommended that D2L training should be integrated in the New Faculty Orientation and new faculty members should be given time off to complete the D2L Online Certification course.
  - i. Jay asked for clarification pertaining to faculty members attending student orientations held during the summer. Dr. Abbott stated that faculty members teaching summer I & II must attend the student orientations. Summer II faculty required to attend summer commencement.
  - j. Jay also asked if each assignment within every course must be aligned to accreditation outcome measures. Dr. Abbott stated that only teacher prep programs are required to align course instruction to meet either or all of the following accreditation bodies such as INTASC, ISTE, SPA's and PLO's and SLO's as part of SACS requirements and state standards. Dr. Abbott also stated that aligning program measures with accreditation requirements vary across programs.
  - k. Dr. Abbott stated the course syllabus template will be made tentatively available by July, with accreditation standards.
3. Meeting was adjourned at 2:57pm.
  4. Next PCOE Meeting: Monday, May 11<sup>th</sup> , 1:30-3:00pm