PCOE – College Council

December 14, 2015

Members Present:  Judy Abbott, Ken Austin, Scott Bailey, Deborah Buswell, Paige Mask, Daniel McLeary, Chay Runnels, Sally Ann Swearingen, Vicki Thomas, Jay Thornton,

Members Not Present:  Claudia Whitley,

1. Reviewed minutes.  Sally Ann moved the minutes be approved.  Vicki seconded.  Passed unanimously after minor corrections.

2. Subcommittee Updates
   a. Perkins Travel Funds – 1 grant approved for December.  Vicki will become chair in January.
   b. Student Travel Funds – Deborah reported 23 applications for December – 16 approved.  Several are pending as they are Transfer students without GPAs until the end of this semester and several GPAs are below 2.5 and will be checked after grades are submitted.
   c. Potential Final Draft of the Student Supplemental Travel Fund Policy was distributed to the entire committee earlier today.  Minor editing from last meeting.  Discussion of the policy as written – questions asked and answered.  Deborah asked for a vote to accept the policy.  Jay motioned to accept the policy as written.  Vicki seconded.  To be reviewed in May for changes in August.
   d. Committee will adjust the application and checklist to match the policy – provide these to Belinda to post on PCOE website by January meeting.

3. Reviewed the current Student Travel and Travel Card (t-card) Policies

4. Reviewed Travel Guidelines for the TEM – travel authorization must be made 2-weeks prior to travel
   a. Paige asked regarding insurance for traveling to practicum sites.  What is covered in case of an accident?  Need a blanket travel authorization for travel for practicum visits.  For any SFA business off campus travel authorization.
   b. Meetings in DC require additional requests from the President of the University.

5. Reviewed Guidelines for Expenditures from University Funds – designated versus statutory funding

6. Strategic Planning update – College Strategic Planning Committee – have been meeting – will be shared at the January faculty meeting – survey will go out after the meeting to gather data regarding the concepts and ideas.

7. Open Forum on Strategic Planning a town hall type exchange scheduled for Friday, January 22, 2016, 1pm, University Theatre.
8. **Search Guidelines** – HR has developed new search committee guidelines – PCOE needs to update guidelines in Spring 2016. Need stronger verification and standardized processes across the university. Need at least a full day on campus for interviews, tenure and tenure-track positions need to do research and teaching presentations. State law – Veterans MUST be included if qualified at the phone and/or Skype level.

9. **Staff Appreciation** – reception – lasts about 90 minutes – money allocated for the reception.
   a. Location - Culinary Café and Patio
   b. Date – last three weeks of classes – 4-5pm
   c. Planning Committee – entire committee to assist in process
   d. Work with unit heads to determine who to invite – office staff, grant staff, custodial

    a. What value might there be in engaging in self-evaluation?
    b. No discussion from group – tabled to be discussed in January

11. **Other items**
    a. Discussion of post-tenure review process – policies are now at Dean’s Council to next go to the Board of Regent’s.
    b. Committee Memberships - discussion of changing election of committees to April.
    c. Jay asked that Big Dip be moved to a day that does not conflict with class schedules.
    d. Vicki – IRB development of a “fast-track” – expedited procedures for approvals for IRBs for students doing class research during the same semester.

12. **Next meeting** – January 25, 2016 - Chay Runnels will take minutes