

PCOE College Council
February 8, 2016 - 2:00 to 3:30 P.M.
Minutes

Members Present: Judy Abbott, Ken Austin, Scott Bailey, Deborah Buswell, Paige Mask, Chay Runnels, Vicki Thomas, Jay Thornton, and Claudia Whitley

1. **Review of Minutes** from January 25th meeting: **Amendment** – Claudia Whitley added to list of member's present. Claudia moved to accept: Vicki Thomas seconded: passed unanimously.
2. **Perkin's Travel Subcommittee:** Co-Chair Vicki Thomas reported 12 faculty travel requests were funded, while 1 was awaiting required documents before approval. Dean Abbott noted she approved of the committee's permitting faculty to make corrections on their application. Dean Abbott reminded the council faculty can be allocated travel money twice during the academic year.
3. **Supplemental Student Travel Subcommittee:** Chair Deborah Buswell reported 24 student travel requests were funded, while 3 were not. There is still money allocated for student travel. The process is still being examined for efficiency.
4. **PCOE Staff Appreciation:** The date has been set for April 20, 2016 from 4 to 5. Chay Runnels reported planning is in effect. The committee working on PCOE Staff Appreciation include: Chay, Sally Ann, Paige and Vicki
5. **Administrative Evaluation:** Judy Abbott inquired if the council members had an opportunity to ask faculty for feedback regarding the Administrative Evaluation proposal. She believed the evaluation form would allow faculty to have more voice in the evaluation process.
 - Most council members had not had a faculty meeting prior to this meeting.
 - Ken Austin reported the secondary education faculty mostly believed the administrative evaluation is redundant of the Faculty Activity Report.
 - Ken suggested the Faculty Activity Report be revised or evolved to support the Administrative Evaluation. He noted that faculty may not have a voice in the FAR. Dean Abbott noted the FAR can be customized through Institutional Research working with Digital Measures.
 - There is a need for new faculty training, so the FAR is more consistent throughout the college. Dr. Janet Tuerelo will be providing workshops at the unit and college levels.

6. **Committee Membership Appointment Timeframe:** There has been discussion for committee membership appointments to occur in April to begin service in the next academic year for more efficient management of time. The Leadership Council will need to recommend committee elections and nominations to a spring determination rather than wait until August nominations.

- Recommendations: Take action to update committee matrices to inform others that some committees have set days and times for meetings; and other committees have flexible days and times for meetings. This will help guide faculty and chairs in scheduling for committee appointees.
- Council members should speak to faculty about the proposed timeline and about how to get faculty representation where they have an interest.

7. **Other Items Discussed:**

- **Travel to Washington, D.C.:** Travel to Washington, D. C. must have approval from Provost and President. This process should include informing the chairs and dean first. Prior to completing travel vouchers, faculty should electronically inform the chairs and dean before requesting travel from the president.
- **Undergraduate Research Conference Proposals:** The council will be reviewing the Undergraduate Research Conference Proposals. Eric Jones requested for them to be completed by noon on February 15th. He will send the proposals electronically. The council members will read and rank them via an electronic evaluation. It was decided the evaluation form will come from the Dean's office in Qualtrix. Chay Runnels will ensure the council members get both the applications and the survey form electronically.
- **Foster Care Resources:** Jay Thornton asked the council to peruse ideas for the university to create a program of recruiting and supporting students from foster care. Council members noted a program could possibly be provided through Academic Affairs. They already have a program for military students. Others on the council discussed a model could be added similar to Gen Jacks. The council members believed a specialized initiative to provide foster care students a support system, is a good idea.

Meeting adjourned on February 8, 2016 at 2:55 P.M. Next meeting will be March 7, 2016 from 2:30-4:00. **IMPORTANT NOTE:** The time has been altered for this meeting.

Minutes submitted by Vicki Thomas