

**PCOE College Council
Meeting Minutes
May 9, 2016**

Members Present: Judy Abbott, Ken Austin, Scott Bailey, Deborah Buswell, Daniel McCleary, Jay Thornton, Sally Ann Swearingen, Chay Runnels, Vicki Thomas, Claudia Whitley

Member Absent: Paige Mask

Guest: Jannah Nerren

1. **Review of Minutes** from April 11th meeting. Minutes were reviewed and subsequently accepted without modification on a motion made Chay and seconded by Jay.
2. **PCOE Envision 2.0:** Following Dean Abbott's notation that a significant portion of this meeting would be devoted to reviewing the PCOE Strategic Plan, Dr. Nerren provided a brief overview of said plan. The plan is a product of faculty and staff input from across the college, including surveys and other methods. Committee members had the opportunity to preview the plan and offered comments related to the following plan components.

Sally Ann asked about Goal 5, a university-level goal related to "innovation." Dr. Nerren noted that the university goals cannot be changed at this point. Sally Ann then asked about including the term "innovation" in the related strategy statement for clarity.

Chay inquired if departments should forward activities and accomplishments already achieved/performed that align with the plan. Dr. Nerren mentioned that who would be responsible for this is important, which led to a discussion on workload. Dr. Abbott noted that workload is a campus-wide issue. Monies available for student workers and work-study programs have remained largely static, while the number of faculty and other requirements has increased.

Ken objected to the use of the term "customer service" in Goal 2, Action Step 3. He also asked that the phrase "promote a continued sense of" rather than "promote a greater sense of" be considered in Goal 3, Strategy 1 and that the term "academic atmosphere" be added to the list of benefits in Goal 3, Strategy 3, Action Step 3. Finally, he suggested Goal 4 emphasize "reflection, ownership, and connection"

In relation to Goal 4, Strategy 2, Action Step 3, Deborah asked if there was evidence that efforts to target advertising in an effort to recruit diverse faculty was effective, or if those potential faculty members would primarily view the major job-posting outlets. Dr. Nerren committed to posing that question to the Diversity Committee.

Chay asked why Goal 4, Strategy 3, Action Step 1 was just targeted to staff. Dr. Nerren suggested that a second, parallel action step related to faculty could be added.

Vicki expressed concern that social media outlets were not being used effectively and suggested a dedicated person responsible for disseminating important PCOE information and accomplishments, in addition to the print-based efforts of Kasi Dickerson . Dr. Abbott noted that using graduate assistants for this type of administrative work was not always appropriate, since their positions were designed to foster a deeper interaction and experience within their content-based discipline. One possibility might be to create an internship opening for a communications or marketing student.

Claudia suggested an SFA-based jobs posting board to bolster Goal 6 and connect with stakeholders.

After discussion of these points, Sally Ann moved to accept the PCOE Envision 2.0 Strategic Plan in the spirit presented and contingent on the planning committee's discussion of the points raised. Vicki provided a second and the motion passed unanimously.

3a. **Perkins Subcommittee Report:** Vicki noted that 10 additional faculty request for \$500 had been approved and that very little money remained for funding, excepting the possibility of some previously encumbered funds going unclaimed.

She suggested that, as funding tightens, faculty be reminded to send in complete applications.

3b. **Student Travel Subcommittee Report:** Deborah summarized the work of this subcommittee so far. There have been 57 total awards in the cumulative amount of \$16,000.04, with \$3759.76 remaining available for funding. Students from Elementary Ed, Secondary Ed/Ed Leadership, Human Services, and Kinesiology/Human Science have received awards to travel to state, regional, and national conferences.

Based on their pioneering work this semester, the subcommittee offered the following suggestions for next year:

- Students have 15 calendar days to submit receipts for reimbursement after trip
- Eliminate the itemized list from the application
- Add GPA to the application and eliminate the requirement for a supporting letter, since faculty have to sign the application anyway
- Change percentage of refund from 85% to 50% or up to \$500
- Use the new Excel spreadsheet form rather than the online travel form

Dr. Abbott noted that the Dean's office may issue some general guidelines related to student travel (e.g., coordinating mileage, multiple occupancy rooms).

Sally Ann moved to accept the Student Travel Subcommittee recommendations. Vicki offered a second, and the recommendations passed unanimously.

- 4) **Staff Appreciation Debrief:** Sally Ann and Chay reported that the Staff Appreciation Event was an overall success. Lessons were learned to make the event even better next year. Chay recommended considering a less-congested time of year (i.e., February) to ease the burden on the Culinary Café.
- 5) **Closing Business:** Dr. Abbott recognized the work of the Council this year and thanked outgoing members Vicki, Scott, Paige, and Deborah. The Council adjourned at 3:33.

Minutes submitted by Scott Bailey.