

PCOE College Council

13 November 2017, 2:00 - 3:30 PM

Summary

The PCOE College Council serves advisory and leadership roles. Members of the council represent their colleagues in the departments and school, bringing issues and concerns to the council and taking issues and initiatives to their colleagues for discussion and review. Members engage with the dean and the dean's leadership team by considering issues and by providing advice concerning actions. The council takes responsibility for organizing and implementing the Staff Appreciation Reception, for reviewing and awarding the Perkins Travel Grants, the PCOE Student Travel Grants, and the Undergraduate Research Conference representatives, and other events as designated. The council is comprised of two elected representatives from each department/school and meets monthly during the fall and spring semesters.

Called to order at 2 p.m.

Present: Dean Judy Abbott, Heather Munro, Claudia Whitley, Chay Runnels, George Willey, Gina Causin, Deborah Buswell, Lauren Burrow, Derek Cegelka, Suzanne Maniss

1. Review of summary from the last meeting

Meeting minutes from October 16, 2017 were submitted for approval. The minutes were approved with no corrections and will be distributed via email and posted on the website. Motion to approve – Lauren Burrows, Motion seconded – Heather Munro – no discussion. Approved unanimously.

2. PCOE policies/practices

Discussion of Administrative Evaluation/FAR—January 16, 2018

Glitches in Digital Measures may delay launch of system for use 2017-2018 FAR. Email reminders will be sent to faculty 3 times prior to submission date. Faculty are encouraged to utilize the included guidebook for suggestions on preparation of the FAR. "Open dates" need to be changed/closed. Should a correction need to be made, faculty are directed to their unit head/department chair for assistance. This report will be the source for faculty profiles posted on the website later this year. The ending date for this year's report is December 31.

Discussion re adding an exception clause to Post-Tenure Review policy

A statement addressing exceptions for faculty who do not receive a rating of satisfactory across all three areas (teaching, scholarship, service) was presented and discussed. Possible scenarios were discussed. As each faculty member develops his/her own narrative/dossier, committee members felt that adding an exception statement was not necessary. Instructions for preparing materials are provided at the pre post-tenure meetings. A motion not to add an exception clause was made, seconded and approved. Motion to approve – Deborah Buswell Motion seconded - George Willey - no discussion. Approved unanimously

Review of suggested changes for Tenure and Promotion Policies with revisions from provost

Revisions from the provost of the suggested changes for Tenure and Promotion Policies were presented (The Merit policy was approved.). They included word changes and insertions and stipulation that the unit committee use the criteria/instrument developed by the unit for evaluation. Additionally, the instrument/rubric should include guidelines for differentiation of level or quality. Motions were made, seconded and approved to accept the changes/revisions to the Tenure and Promotion policies. Motion to approve – Claudia Whitley Motion seconded – Gina Causin – no discussion. Approved unanimously

Motion to approve – George Willey
Motion seconded – Claudia Whitley - no discussion.
Approved unanimously

**3. Perkins Professional Development/Travel Grant Guidelines
Discussion of Student Travel Grant Guidelines**

In some disciplines, student presentations are not allowed preventing students for qualifying for Perkins funds for conference attendance. In other situations, employees who are also graduate students want to apply for funds based upon their student status. George Willey will review guidelines and bring suggestions for inserting language/creating a process to address these concerns at the next meeting.

4. Other items

Best wishes to Mary Catherine Breen who will be leaving College Council and SFASU.

Meeting Dates, the 2nd Monday of the month, 2:00 -3:30 AM, McKibben 281 [note: the member names are for taking notes & developing meeting summaries]

- Monday, Nov. 13, 2:00-3:30 PM — Suzanne Maniss
- Monday, Dec. 11, 2:00-3:30 PM — George Willey
- Monday, Jan. 22, 2:00-3:30 PM — Gina Causin
- Monday, Feb. 12, 2:00-3:30 PM — Lauren Burrow
- Monday, March 19, 2:00-3:30 PM — Derek Cegelka
- Monday, April 9, 2:00-3:30 PM — Claudia Whitley
- Monday, May 7, 2:00-3:30 PM — Mary Catherine Breen

Perkins Travel subcommittee	Student Travel subcommittee
Cegelka, Derek	Buswell, Deborah
Munro, Heather	Maniss, Suzanne
Willey, George	Breen, Mary Catherine
Burrow, Lauren	Whitley, Claudia
Chay Runnels	Causin, Gina