

PCOE College Council  
Feb 10<sup>th</sup>, 2014  
9:00-10:30 AM  
Meeting Summary

Members Present: Dean Abbott, Ginger Kelso, Eric Jones, Jay Thornton, Michelle Jones, Linda Black (substitute for Janet Tareilo), and Shelia Lumar

Members Absent: Scott Bailey, Susan Casey, Paige Mask, Janet Tareilo, and Vickie Thomas

Review of Meeting Summary:

- Minutes reviewed and approved from 1/13/14 PCOE Council meeting

Staff Appreciation Reception Report:

- Staff Appreciation Committee Members: Michelle Jones, Eric Jones, Scott Bailey, Paige Mask and Susan Casey. Michelle reported that the Staff Appreciation Reception is scheduled for Tuesday, May 6<sup>th</sup> at the UC, Regents Suite A from 4—5p. Michelle also reported that the menu items are not confirmed, but plan to have confirmation by the next council meeting. Eric Jones asked if additional funds would be added to the current budget for the Staff Appreciation Reception. He also suggested that heartier food choices should be included on the menu. Dr. Abbott stated that limited, additional funding may be available between \$50.00--\$100.00. Dr. Abbott further emphasized that support staff from other buildings within PCOE are made aware and allowed to attend the event.

NCATE Reports, Mock Visit & Onsite Visits

- Dr. Abbott reported an overview of the status of the NCATE visit to including:
  - The actual NCATE site visit will be scheduled in the near future
  - Jay Thornton inquired about the cost for NCATE visits; Dr. Abbott stated:
    - Cost for the NCATE site visit—approximately \$18, 000 per visit for a team of 6 evaluators
    - No fee's for SPA's associated with NCATE
    - College pays approximately \$29,000 for NCATE annual fees and professional development
    - Site visits for accreditation teams are not included in the annual fees

- Eric Jones inquired about the completion of the Diversity Survey for non-teacher-preparation programs. Dr. Abbott reported that even though some academic programs are not teacher-preparation programs, introducing diversity within the course instruction should be a practice for all faculty members. She also reported that diversity is an essential focus for Teacher Preparation programs and the university administrators are currently developing initiatives to increase diversity campus-wide .
- Jay Thornton stated that the result from the diversity survey may be skewed because many of the faculty members were unsure about completing the form correctly. Jay also stated many of the non-teacher-preparation programs do not assess for diversity, and the data collected from non-teacher preparation programs may not be accurately reported.
- Eric Jones recommended that faculty members should complete future surveys anonymously to decrease inaccurate reporting and to eliminate the threat of reprisal when completing the form honestly.
- Linda Black reported that the number of Hispanic students have decreased over the last 4-5 years, 1/3 of Hispanic students comes from the East Texas region, and 2/3 come from the Dallas/Fort Worth and Houston areas
- Dr. Abbott reported that despite the challenges stemming from completing the Diversity survey correctly, proactive measures will be in place for future NCATE assessments to include collecting data over the course of a year instead of collecting data at one time.

#### PCOE Policy Updates: Tenure and Promotion/Workload Dept/ School Reports

- Dr. Abbott reported that faculty and members of the PCOE programs have started open dialogue about reviewing and establishing revised tenure and promotion policies
- PCOE council reviewed the COE workload plan addressing regular teaching loads for faculty teaching undergraduate, graduate, and doctoral courses. Recommendations include *regular assignments* for full-time faculty teaching 12 undergraduate hours, 9 graduate hours and 6 doctoral hours. *Mixed assignments* may be negotiated on an individual basis, and *Overload assignments* include faculty/adjuncts with terminal degrees receive compensation of \$1,000.00 per credit hours, faculty/adjuncts without terminal degrees receive compensation of \$833.00 per credit hours.
- Dr. Abbott reported the summer pay scale is identical to the pay scale used during summer 2013
- Dr. Abbott also stated that faculty members serving as the chair for thesis and/dissertation will not be compensated, but should be listed as the teacher of record.

#### Program Coordinator Guidelines Update:

- Dr. Abbott stated no new information to report about program coordinators guidelines. Dr. Abbott further stated that she will have more information to report once the chairs/directors meet. The next chair/directors meeting takes place on Feb. 13<sup>th</sup>.
- Dr. Abbott reported that a position description is needed to outline program coordinators duties and responsibilities.

#### Other Items

- The Teacher Excellence Committee is currently reviewing portfolios for the Teacher Excellence Award(s).
- Dr. Abbott reported that the committee is in the beginning stages of planning the Teacher Excellence reception to be held sometime in March 14.
- Eric Jones reported that Undergraduate Research conference proposals will be reviewed electronically by the PCOE committee.
- Next PCOE Council Meeting is scheduled for March 17<sup>th</sup> from 9:00—10:30AM