

**PCOE College Council Meeting  
October 5, 2015, 2:00-3:30 PM**

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

1. Reviewed the minutes from the September 14. Chay moved to accept as written; Jay second. Passed unanimously.
2. Reports from Two Travel Subcommittees:
  - a. Faculty travel: Jay asked committee to see if they would review applications and he asked if someone was missing a component if he could respond.
  - b. Student Travel: Deborah said one submitted. Ken suggested that a new application process, should not have to submit the entire transcript and let the faculty member be responsible if eligible or not. Chay stated that some students are invited to attend and not present, perhaps we need to revisit. Jay asked if link for both forms is on form. The committees will visit forms and make sure all is well. Vicki stated that the faculty who sponsors the student needs to add perhaps have a check list stating the student is in good standing, etc. Discussion was to perhaps split the student money into two different: Pots of money for regional and national representation and some for presentations.
  - c. General discussion on travel: Abbott discussed a T-Card that can be used for registration, and travel payments up front instead at the end. Each department and school may administer differently, so check with your chair/ director. Issues were discussed on travel cost pays only half and how Perkins only pays UP to \$500. International up to a \$1,000. Discussion on in-state travel or territories. Committee will discuss an international travel and recommendation.
  - d. Student Travel discussion: Currently we have it said Presentation on, perhaps for academic representation. Judy: Previously students have received advances; this is where they could use a T-Card. Donna Crawford, who managed student travel for Student Affairs, can be contacted to learn more about their processes.
  - e. Ken discussed raising the amount of Perkins for faculty amount, especially since travel cost have been going up. Jay said he would review what was spent in the past and see if funds would bear an increase.

Other Issues brought to the table:

1. Quality across school and capping enrollment in face-to-face and on-line courses. Distance Education recommended on-line enrollment in courses at 25-30. Dean says it is a program by program decision with chair/ directors. Dean discussed the different classification of classes: Lecture, Lab, Seminars, and Practicum. There are enrollment limitations based on the course classification. Labs, Seminars and Lecture: minimum of 5 graduate and 10 undergraduate students; any request to offer courses with small enrollments must be

- approved by the academic unit head, the dean, and the associate provost. The associate provost must then send a semester report to the THECB of all approved small courses.
2. Room allocation: Ken brought up if there would be increased consistency in room assignments over time. The dean responded in the affirmative; experience with the Astra software will stabilize assignments.
  3. Senate will be discussing a tobacco free campus.
  4. Gun free zone was discussed by the dean. The Dean stated requests for free gun zones include the ECRC Bldg and the Human Services Bldg.
  5. Dates were discussed: Timing did not know FAR Digital measure Nov. 14<sup>th</sup>. Promotion and Tenure: October 15<sup>th</sup> at noon. Course changes: October 15<sup>th</sup>. Course Fees is over October 1<sup>st</sup>. Next meeting Monday Nov. 9<sup>th</sup> with Claudia taking the minutes.
  6. Meeting was adjourned at 3:25.