

PCOE – College Council

December 14, 2015

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

Members Not Present: Claudia Whitley,

1. Reviewed minutes. Sally Ann moved the minutes be approved. Vicki seconded. Passed unanimously after minor corrections.
2. Subcommittee Updates
 - a. Perkins Travel Funds – 1 grant approved for December. Vicki will become chair in January.
 - b. Student Travel Funds – Deborah reported 23 applications for December – 16 approved. Several are pending as they are Transfer students without GPAs until the end of this semester and several GPAs are below 2.5 and will be checked after grades are submitted.
 - c. Potential Final Draft of the Student Supplemental Travel Fund Policy was distributed to the entire committee earlier today. Minor editing from last meeting. Discussion of the policy as written – questions asked and answered. Deborah asked for a vote to accept the policy. Jay motioned to accept the policy as written. Vicki seconded. To be reviewed in May for changes in August.
 - d. Committee will adjust the application and checklist to match the policy – provide these to Belinda to post on PCOE website by January meeting.
3. Reviewed the current Student Travel and Travel Card (t-card) Policies
4. Reviewed Travel Guidelines for the TEM – travel authorization must be made 2-weeks prior to travel
 - a. Paige asked regarding insurance for traveling to practicum sites. What is covered in case of an accident? Need a blanket travel authorization for travel for practicum visits. For any SFA business off campus travel authorization.
 - b. Meetings in DC require additional requests from the President of the University.
5. Reviewed Guidelines for Expenditures from University Funds – designated versus statutory funding
6. Strategic Planning update – College Strategic Planning Committee – have been meeting – will be shared at the January faculty meeting – survey will go out after the meeting to gather data regarding the concepts and ideas.
7. Open Forum on Strategic Planning a town hall type exchange scheduled for Friday, January 22, 2016, 1pm, University Theatre.

8. Search Guidelines – HR has developed new search committee guidelines – PCOE needs to update guidelines in Spring 2016. Need stronger verification and standardized processes across the university. Need at least a full day on campus for interviews, tenure and tenure-track positions need to do research and teaching presentations. State law – Veterans MUST be included if qualified at the phone and/or Skype level.
9. Staff Appreciation – reception – lasts about 90 minutes – money allocated for the reception.
 - a. Location - Culinary Café and Patio
 - b. Date – last three weeks of classes – 4-5pm
 - c. Planning Committee – entire committee to assist in process
 - d. Work with unit heads to determine who to invite – office staff, grant staff, custodial
10. Administrative Evaluation – self-evaluation – piloted in Fall 2014
 - a. What value might there be in engaging in self-evaluation?
 - b. No discussion from group – tabled to be discussed in January
11. Other items
 - a. Discussion of post-tenure review process – policies are now at Dean’s Council to next go to the Board of Regent’s.
 - b. Committee Memberships - discussion of changing election of committees to April.
 - c. Jay asked that Big Dip be moved to a day that does not conflict with class schedules.
 - d. Vicki – IRB development of a “fast-track” – expedited procedures for approvals for IRBs for students doing class research during the same semester.
12. Next meeting – January 25, 2016 - Chay Runnels will take minutes