

PCOE College Council
25 January 2016, 2:00 - 3:30 PM
Minutes

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

1. Reviewed Minutes. Deborah moved the minutes be approved. Daniel seconded. Passed unanimously without correction.

2. Subcommittee updates
 - a. Perkins travel grants — 4 submitted travel grants for January. They were all approved for \$500 each. They are expecting more for next month. The goal is to get applications in 2 months in advance. Committee may want to review application instructions for submitting applications to make sure submission opportunities are clear.
 - b. Student travel grants – In December there were 27 applications with 24 approvals. New applications will be used for anything that comes in this semester. The checklist will assist in streamlining the process. The 2.5 GPA requirement to receive student travel funds is cumulative. In January the committee has 11 applications to review. Jay raised a question about grant funding rates. Deborah discussed a working model that allocates funding based on estimated total travel expenses. This model is not on paper but is based on a percentage of total travel costs. There was a discussion about coordinating group travel. A refinement may be needed to determine how group travel is reimbursed (sharing rides to same destination, sharing hotel rooms, etc). Paige made a suggestion that 85% of the student travel is funded not to exceed \$500 would be a good rule of thumb. Deborah said she would run the numbers based on what was given out in Fall 2015.

3. Strategic Planning update — Jannah Nerren
 - a. Composition - Unit head, faculty at the rank of Associate or above, Junior faculty member. Staff members were also added.
 - b. Faculty and staff survey is underway. Currently 74 responses. Need approximately 50 more for 100%.
 - c. Draft will be provided to College Council on April 25. A final copy will be presented to College Council on May 9 and PCOE leadership on May 12.
 - d. Divided the PCOE group into work groups based on the structure of SFA Envisioned.

4. PCOE Staff Appreciation-this event is for PCOE staff and janitorial staff
 - a. Wednesday, April 20 4 p.m. to 5 p.m.
 - b. Chay, Sally Ann, Paige and Vicki will work on the committee
 - c. We cannot use university money to fund gift cards. Chairs are asked to provide thank-you cards for all staff
 - d. All College Council members are encouraged to work with unit heads to make this event special for staff.

5. Administrative Evaluation, self-evaluation

- a. PCOE leadership team met to discuss administrative evaluation. Originally meant to give faculty a voice in goals and leadership.
 - b. College Council is asked to talk to faculty about administrative evaluations.
 - c. Elementary Ed already does similar evaluations. Council has asked for electronic versions to share with faculty.
6. Establishing committee membership in April for the next academic year
- a. Would allow for fall committees to get to work faster and easier.
 - b. Would be implemented Spring of 2017
 - c. Council members are asked to talk to faculty about this timeline.
7. Other Business
- a. Submitting travel request for university business even if you are not seeking reimbursement. This is for Workman's Compensation. You can do a blanket travel for the entire semester if you are a field supervisor or travel during class time or for a class. Needs to be course specific. You are registering with the institution in order to protect you for workman's compensation .Discussion about FMLA and reporting. FMLA is about protecting your job. Dean Abbott: "When it comes to medical issues you should be turning in leave."
 - b. Office hours- office hours missed should be rearranged or covered. Can be done virtually.
 - c. Transfer Hours- Sally Ann asked that we re-examine the transfer hour policy. Currently stands at 42 hours undertaken at SFA, with 36 being upper level. Nursing has asked for a reduction in transfer hour to go to 30 hours.
 - d. Tuition increase- On January Board of Regents agenda. Faculty will be asked to participate in recruiting and retention efforts. There must be enrollment growth in order to phase in program. If we (PCOE) does not have enrollment growth then we won't be getting equity raises. Tuition increase would put us above Texas State, Sam Houston and UT – Tyler.
8. Meeting adjourned at 3:42. Next meeting February 8, 2016.

Minutes submitted by Chay Runnels