

PCOE College Council
March 7, 2016 - 2:30 to 4:00 P.M.
Minutes

Members Present: Judy Abbott, Ken Austin, Scott Bailey, Deborah Buswell, Paige Mask, Daniel McCleary, Chay Runnels, Vicki Thomas, Jay Thornton, and Claudia Whitley

1. **Review of Minutes** from February 8th meeting. Jay motioned to approve and Chay seconded the motion. Ken asked that information regarding international travel be included to the minutes. International travel excludes Canada and Mexico. Perkins Travel Fund will provide up to \$500 for travel to Canada and Mexico. In addition, faculty traveling to Canada and Mexico do not need to ask permission to leave the country. Chay moved to accept the revision and Claudia seconded the motion. The revised minutes passed unanimously.
2. **Perkin's Travel Subcommittee:** Co-Chair Vicki reported four proposals were received, but two were missing abstracts. Paige volunteered to contact the faculty regarding the missing information.
3. **Supplemental Student Travel Subcommittee:** Chair Deborah reported that all the Student Travel Funds have either been used or are currently encumbered. The subcommittee received 11 proposals in March. These proposals are expected to deplete the Dean's Excellence Fund. Also, Deborah expressed a need for a more streamlined student reimbursement process. It was also noted that students who do not return their travel receipts within 30 days will lose the money allocated for their travel.

Chay expressed a concern from her academic unit that faculty were unaware that the subcommittee was distributing funds and that the funds were already depleted or encumbered. One suggestion was for the funds to be divided between the academic units. The subcommittee will examine alternative methods of allocating funds in future years. A related need is for faculty sponsors to monitor students travel expenses and ensure that students are sharing mileage and hotel rooms, when appropriate.

The subcommittee will present recommendations before the end of the academic year.

4. **PCOE Staff Appreciation:** The date has been set for April 20, 2016 from 4 to 5 in the Culinary Cafe. Unit representatives are responsible for delivering invitations to staff. Chay will inform the unit heads at their next meeting.
5. **Administrative Evaluation:** The Dean requested feedback from the unit representatives. Some units still had not met. Other units perceived the form to be redundant and suggested the FAR be amended to include a self-evaluation component instead. The Dean views the form as an opportunity for faculty to inform the unit head

how they feel about their activity during the academic year. For example, faculty could describe the impact factor and type of journals they are publishing in as well as why their student evaluation return rate is low. Additional items to be included might be the challenges or obstacles the faculty encountered, such as new course preparations.

6. Other Items Discussed:

- **Merit Pool:** Merit pool will be 2%, which is less than the 3% available last year.
- **Equity Pay:** Equity pay is available for individuals whose salaries are less than 80% of the national median for their position.
- **Summer Budget:** The summer budget is 8% more than last year, resulting in an approximate \$900,000 increase from the budget last summer.
- **Undergraduate Research Conference Proposals:** Representatives expressed difficulty rating interdisciplinary proposals in a consistent manner. For example, how to compare a design project to a research study. Ken offered to take the committees concerns to Eric Jones.
- **Graduate Research Conference:** Ken inquired who represented PCOE on the Graduate Research Conference. The Dean will provide this information at the next meeting.
- **Data Day Activities:** Sally Ann expressed a desire from her unit that programs with similar features (e.g., internships in non-educational settings) have time together to share their approach to data day and how course fees are calculated.
- **Provost Search:** Faculty are encouraged to attend the final candidate's public presentation and forum. Event information can be found at <http://www.sfasu.edu/provostsearch/>.

Meeting adjourned on March 7, 2016 at 4:00 P.M. Next meeting will be April 11, 2016 from 2:00-3:30.

Minutes submitted by Daniel McCleary