

**PCOE College Council**  
**April 11, 2016 - 2:00 to 3:30 P.M.**  
**Minutes**

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

1. **Review of Minutes** from March 7<sup>th</sup> meeting. Minutes were reviewed by the committee and Paige motioned to approve and Jay seconded the motion. Minutes were approved.
2. **Perkin's Travel Subcommittee:** Dean Abbott reported that Vicki co-chair will send out an email reminder as to what components are required to be submitted with the Perkins application. Some applicants are leaving out abstract and/or acceptance to present information. Perkins applications can be submitted by faculty as soon as they learn about being accepted to present at a national or international conference.

Questions were answered about the Perkin's faculty recognition event held each fall at Citizens Bank for recipients of the Perkins fund. This event has been occurring for the last 3 years.

Ken suggested that Mr. Perkins continue to be invited and recognized at the Culinary Café luncheon held for the first time last fall. Discussion occurred about extending this invitation again to Mr. Perkins.

3. **Supplemental Student Travel Subcommittee:** Chair Deborah reported that 10 students were approved for travel in March. All funds have been awarded or encumbered (\$19,720) for this academic year. A report (summary sheet and spreadsheet) will be created on the distribution of these funds. Discussion and questions were answered regarding the possibility of retro-active travel awards if there is a surplus of student travel money.
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. Sally encouraged committee members to personally invite staff to the event as well. All details have been finalized for the day of the event.
5. **Administrative Evaluation:** The Dean read a report from Claudia in elementary education.
  - Some faculty felt the administrative evaluation was redundant.
  - More favorable reactions occurred with the suggestion to immerse the proposed administrative evaluation into the FAR.
  - Some members felt the self-evaluation should not include an administrative area.

Secondary Education report:

- Members felt that it was the chair's responsibility to read the FAR's.
- Ken expressed that it is difficult compare faculty contributions between one another due to the varied emphases in workloads.

Sally Ann suggested that chairs sit down with each faculty member to discuss his or her FAR before writing the evaluation report.

Conclusion: A more favorable response was given for digital measures to be updated to include administrative evaluation prompts. The dean desires faculty to continue to have a greater voice in their evaluations.

#### 6. **Other Items Discussed:**

- **Merit Pool:** Merit pool allocations have not been released to Dean Abbott. Discussion was held on how different departments conduct a ranking of individuals for merit pay consideration. Chay expressed concern that clinical faculty were being overlooked for merit pay. Clinical faculty are evaluated by the chair without faculty input. Dean Abbott shared her thoughts on tenure track providing feedback to clinical faculty and clinical faculty providing feedback to tenure track faculty. Departments need to determine a ranking that works for their department criteria.
- **Regents On Campus:** Today, reports were given to the regents from the Richards Carlsburg Marketing firm. This firm is continuing to recommend that allocated money be given to the scholarships (freshman and sophomore) and to a new technology position. Voting on agenda items will occur tomorrow along with recognition of student/team and faculty accomplishments.

Meeting adjourned on April 11, 2016 at 3:30 P.M. Next meeting will be May 9, 2016 from 2:00-3:30.

Minutes submitted by Paige Mask